

STANDARD FORM 64
 October 1960
 PREPARED BY U. S. CIVIL SERVICE COM.
 Federal Personnel Manual
 66-152

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Official Personnel Folder

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(N)

69 Fil Cut

29 SEP 1963

RECORDS JAMES S
 502-16-6500

02/20/78



"Diff Files" for NARA 2025 Documents Release JFK Assassination Records

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The Black Vault for their archiving work.

maryferrell.org
theblackvault.com
github.com/vslavik/diff-pdf
opencv.org

This file highlights **differences**
between the 2025 release, and previous releases.

Red: Newly revealed in 2025.
Blue: Present in earlier releases, but not in 2025.
Black: Unchanged between versions.

For Original Documents visit:
archives.gov/research/jfk/release-2025

Notes:

Black text on a blue background indicates content
that was previously redacted using black ink.

I did my best to be accurate in revealing what is new,
but please confirm with the original sources
where accuracy is essential.

Created by: x.com/hlywdufo

JFKdiffs.com

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(When Filled In)

03 AUG 1978

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				26 July 1978	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
01C032		WOODS JAMES S			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
RETIREMENT - (VOLUNTARY) CIARDS			MONTH DAY YEAR 08 04 78		REGULAR
6. FUND			7. FAR AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel)
V TO V O TO V			8026-3430/0000		PL 85-613 Section 33
9. ORGANIZATIONAL DESIGNATION			10. LOCATION OF OFFICIAL STATION		
DBO/IMS AND INFORMATION MGMT & PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT			WASH., D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OFF NE (13)			CG45		DCC
14. CLASSIFICATION SCHEDULE (GS, LB, IN)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0344.01		13 2	
17. SALARY OR RATE					
\$26,889					
18. REMARKS					
Last Working Day: 4 August 1978					
CONCUR: <i>[Signature]</i> Date <i>7/26/78</i>					
CNS/MSB					
co-ordinated with: <i>[Signature]</i> 7/31/78					
<i>Georg L. R. [Signature]</i>					
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
<i>[Signature]</i>		7/26/78		<i>[Signature]</i>	
Henry E. Wilson				7/26/78	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL CNIS					
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING	
45		10		NUMERIC ALPHABETIC	
22. STATION CODE		23. INTEGRITY CODE		24. ROOTS CODE	
				1 0320128	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
MO DA YR		MO DA YR		MO DA YR	
28. RETIREMENT DATA		29. SEPARATION DATA		30. CORRECTION/CANCELLATION DATA	
1-ESC 2-OPEN 3-ICA 4-NONE		1-ESC 2-OPEN 3-ICA 4-NONE		1-ESC 2-OPEN 3-ICA 4-NONE	
31. VET PREFERENCE		32. SERV COMP DATE		33. LONG CORP DATE	
CODE		MO DA YR		MO DA YR	
1-NO 2-10 YR 3-20 YR					
34. PREVIOUS CIVILIAN GOVERNMENT SERVICE		35. LEAVE CAT CODE		36. FEDERAL TAX DATA	
CODE		CODE		CODE	
1-NO PREVIOUS SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		1-YES 2-NO		1-YES 2-NO	
37. POSITION CONTROL CERTIFICATION		38. OFF APPROVAL		DATE APPROVED	
03 AUG 1978		<i>[Signature]</i>		8/1/78	

FORM 1152 USE PREVIOUS EDITION
8-72

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E-2, IMPDET CL. BY. 007622 (4)

25 July 1978

SUMMARY OF AGENCY EMPLOYMENT

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

James Woods
James B. Woods

NO SECURITY CONCERNS
[Signature]

SECRET

16 MAY 1978

10-12-25 7/10/78

OCF REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 May 1978

1. SERIAL NUMBER: 010032

2. NAME (Last-First-Middle): WOODS JAMES S

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT

4. EFFECTIVE DATE REQUESTED: MONTH 04, DAY 09, YEAR 78

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FAN AND NSCA: 8026-3430-0000

7. LEGAL AUTHORITY (Completed by Office of Personnel)

8. ORGANIZATIONAL DESIGNATIONS: DDO/IMS INFORMATION, MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT

9. LOCATION OF OFFICIAL STATION: NASH., D.C.

10. POSITION TITLE: RECORDS ADMIN OFF (13)

11. POSITION NUMBER: CG45

12. CAREER SERVICE DESIGNATION: DCC

13. CLASSIFICATION SCHEME (A-E, GS-15): GS

14. OCCUPATIONAL SERIES: 0344.01

15. GRADE AND STEP: 13 2

16. SALARY OR RATE: \$26,889

17. REMARKS: FROM: DDO/NE
CONCUR: John Diffley (telecord)
C/NE/Pers DATE
John Diffley 05/12/78

18A. SIGNATURE OF REQUESTING OFFICIAL: Henry E. Walton

DATE SIGNED: 5/10/78

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature]

DATE SIGNED: 5/11/78

C/PCS/CSS/Pers SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CMS/07-12

19. ACTION CODE: 37

20. EMPLOY CODE: 10

21. OFFICE CODING: NUMERIC 53746, ALPHABETIC IMS

22. STATION CODE: 75013

23. INTEGRITY CODE: 02

24. MONTHS CODE: 20

25. DATE OF BIRTH: 02/20/28

26. DATE OF GRADE: [Blank]

27. DATE OF LEI: [Blank]

28. RETIREMENT DATA: [Blank]

29. SPECIAL REFERENCE: [Blank]

30. SEPARATION DATA CODE: [Blank]

31. CORRECTION CANCELLATION DATA: [Blank]

32. SECURITY REQ. NO: [Blank]

33. SEX: [Blank]

34. VET PREFERENCE: [Blank]

35. SERV COMP DATE: [Blank]

36. LONG. COMP DATE: [Blank]

37. CAREER CATEGORY: [Blank]

38. FEGLI/HEALTH INSURANCE: [Blank]

39. SOCIAL SECURITY NO: [Blank]

40. PREVIOUS CIVILIAN GOVERNMENT SERVICE: [Blank]

41. LEAVE CAT. CODE: [Blank]

42. FEDERAL TAX DATA: [Blank]

43. STATE TAX DATA: [Blank]

44. POSITION CONTROL CERTIFICATION: 3 U IMPT 105-12-78

45. APPROVAL: [Signature]

DATE APPROVED: 5/26/78

SECRET

(When Filled In)

C REQUEST FOR PERSONNEL ACTION				DATE PREPARED 6 Feb 78	
1. SERIAL NUMBER J10032		2. NAME (Last-First-Middle) WOODS, JAMES S.			
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH 02 DAY 12 YEAR 78		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V C TO V		7. FAR AND NSCA 3033 4800 0000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATION DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF			10. LOCATION OF OFFICIAL STATION WASH, D.C.		
11. POSITION TITLE RECORDS ADMIN OFF			12. POSITION NUMBER CG45		13. CAREER SERVICE DESIGNATION DCC
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 13 # 2	
17. SALARY OR RATE 26889					
18. REMARKS CONCUR: Henry Walton (telecoord) ISS From 125 6 Feb 78 Date					
18A. SIGNATURE OF REQUESTING OFFICIAL John F. Miller, CNE/PERS		DATE SIGNED 6 Feb 78		18B. SIGNATURE OF CAREER SERVICE-APPROVING OFFICER 2/18/78	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 22	20. AFD OF CODE 10	21. OFFICE CODING NUMERIC 46015 ALPHABETIC NE	22. STATION CODE 75013	23. INTEGRITY CODE	24. HCO/ST 1
25. DATE OF BIRTH MO. DA. YR. 02/20/28		26. DATE OF GRADE MO. DA. YR. 03/12/78		27. DATE OF LEI MO. DA. YR. 03/12/78	
28. DATE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1-CC 2-OWB 3-FIC 4-None		30. RETIREMENT DATA CODE	
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO.	
34. VET PREFERENCE CODE 1-00 2-10 3-15		35. SERV COMP DATE MO. DA. YR.		36. LIVING COMP DATE MO. DA. YR.	
37. CAREER CATEGORY CODE 1-REG 2-REG/OPS 3-INELIGIBLE		38. FEGLI HEALTH INSURANCE CODE 1-WAIVER 2-REG 3-INELIGIBLE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-20 YEARS IN SERVICE 3-20+ YEARS IN SERVICE (LESS THAN 3 YEARS) 4-20+ YEARS IN SERVICE (MORE THAN 3 YEARS)		41. LEAVE CAT CODE		42. FEDERAL TAX DATA FORM EXECUTED 1-TES 2-NO	
43. STATE TAX DATA FORM EXECUTED 1-TES 2-NO		44. STATE TAX DATA CODE 1-TES 2-NO		45. POSITION CONTROL CERTIFICATION 3-6-78 A20 06 MAR 1978	
46. O* APPROVAL Robert H. [Signature]				DATE APPROVED 8 MAR 78	

18 August 1978

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

Dear Mr. Woods:

We are enclosing the employee copy of your
retirement action (Form 1150) that you requested
04 August 1978.

Sincerely,

/s/

Abraham Schwartz
Chief, Control Division

Enclosure: 1 Form

Dist.

Orig. - Adse.

1 - TRB

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

ADMINISTRATIVE-INTERNAL USE ONLY

18 APR 1978

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

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

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



John N. McMahon

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1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM : Kenneth Corbat
Chief, Retirement Affairs Division

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

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

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

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

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

/s/ Kenneth Corbat

The recommendation contained in paragraph 3 is approved.

(Signed) F. W. H. Jern

2 AUG 1978

Director of Personnel

Date

Distribution:

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

2 AUG 1978

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(If Not Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 Oct 1977

1. SERIAL NUMBER: 010032

2. NAME (Last-First-Middle): Woods, James S.

3. NATURE OF PERSONNEL ACTION: Reassignment AND CANCELLATION of *NSCA*

4. EFFECTIVE DATE REQUESTED: 07 11 77

5. CATEGORY OF EMPLOYMENT: Regular

6. PACE: *TO V*

7. PAR AND NSCA: 0033 4801 0000

8. LEGAL AUTHORITY (Complied by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION: DDO/NE Division
Office of the Chief, NE Division
Plans Staff

10. LOCATION OF OFFICE & STATION: Wash., D. C.

11. POSITION TITLE: Records Admin Off *ONE*

12. POSITION NUMBER: 6645

13. CAREER SERVICE DESIGNATION: DCC

14. CLASSIFICATION NUMBER (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0344.02

16. GRADE AND STEP: 12 A

17. SALARY OR RATE: 34070

18. REMARKS: replacing Peter Serra

Concur: *Shirley H. Burnett*
A/PCS/SS/Personnel

#11 PER Sue 10.17.77

#3 PER NANCY 10.17.77

10/18/77
Date

18A. SIGNATURE OF PREVIOUS OFFICIAL: *John H. Black*

DATE SIGNED: 10-05-77

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: *J. J. [illegible]*

DATE SIGNED: 10/15/77

19. ACTION CODE: 37

20. EMPLOY CODE: 10

21. POLICE CODE: 4605

22. STATION CODE: NE

23. INTEGRITY CODE: 7504

24. HOSTILE CODE: 1

25. DATE OF BIRTH: 02/20/28

26. DATE OF GRAD: 10/15/77

27. DATE OF LR: 10/15/77

28. RETIERS: 37

29. SPECIAL REFERENCE: 4605

30. RETIREMENT DATA: 7504

31. SEPARATION DATA CODE: 1

32. CORRECTION CANCELLATION DATA: 1

33. SECURITY: 10

34. SEX: 10

35. RET PREFERENCE: 37

36. SERV COMP DATE: 10/15/77

37. LONG COMP DATE: 10/15/77

38. CAREER CATEGORY: 1

39. FICA HEALTH INSURANCE: 1

40. SOCIAL SECURITY NO: 10

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: 1

42. LEAVE CAT: 1

43. FEDERAL TAX DATA: 1

44. STATE TAX DATA: 1

45. POSITION CONTROL CERTIFICATION: 01 NOV 1977

46. OF APPROVAL: *Shirley H. Burnett*

DATE APPROVED: 10/14/77

FROM: CCS

1152-USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL BY: 007622

SECRET

(When Filled In)

C-20

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 010932		2. NAME (Last-First-Middle) WOODS, JAMES S.		3. DATE 9 August 1976	
4. NATURE OF PERSONNEL ACTION CHANGE OF PAN NUMBER			5. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 08 09 76		6. CAREER/PA OF EMPLOYMENT 22771AR
7. PAN AND NSCA T230 0130 0002			8. OFFICE AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDC/CCS REGISTRY			10. LOCATION OF OFFICIAL STATION WASH., D. C.		
11. POSITION TITLE REGISTRY ADMIN OFF CH			12. POSITION NUMBER BL 14		13. CAREER SERVICE DESIGNATION DCC
14. CLASSIFICATION SYMBOLS (GS, EP, WH, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 12 4	
17. SALARY AND BENEFITS 21,321					
18. REMARKS					
19. SIGNATURE OF REQUESTING OFFICIAL Donald E. McManis, Admin Off			DATE SIGNED 9 Aug 76		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
DATE SIGNED					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE CODES NUMERIC ALPHABETIC 39115 CCS	24. STATION CODE 75013	25. INTEGRAL CODE	26. NOTES CODE 1
27. DATE OF BIRTH MO DA YR 02 20 28	28. DATE OF GRACE MO DA YR 1 1 1	29. DATE OF LEI MO DA YR	30. SPECIAL REFERENCE CCS	31. RETIREMENT DATA CODE	32. SEPARATION DATA CODE TYPE
33. SECURITY RISK NO	34. SEX	35. OFF. PREFERENCE CODE 1-01 2-01 3-01	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CODE 1-01 2-01 3-01
39. SOCIAL SECURITY NO	40. HEALTH INSURANCE CODE 1-01 2-01 3-01	41. FEDERAL TAX DATA CODE 1-01 2-01 3-01	42. STATE TAX DATA CODE 1-01 2-01 3-01	43. FEDERAL TAX DATA CODE 1-01 2-01 3-01	44. STATE TAX DATA CODE 1-01 2-01 3-01
45. POSITION CONTROL CERTIFICATION 10 AUG 1976			46. OFF. APPROVAL B B. B. B.		

SECRET

C-NO MEM
ABS 7/16

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 010032 ✓										13 July 1976	
2. NAME (Last-First-Middle) WOODS, JAMES S. ✓											
3. NATURE OF PERSONNEL ACTION Reassignment - Change of Home Base CHANGE OF SERVICE DESIGNATION										4. EFFECTIVE DATE REQUESTED 07 13 76	
5. CATEGORY OF EMPLOYMENT REGULAR											
6. PAGES XX V TO V O TO O										7. FPM AND NSCA 0000 0118 0000	
8. LEGAL AUTHORITY (Completed by Office of Personnel)											
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS REGISTRY										10. LOCATION OF OFFICIAL STATION WASH., D. C.	
11. POSITION TITLE RECORDS ADMIN OF CH (12)										12. POSITION NUMBER HL 1A ✓	
13. CAREER SERVICE DESIGNATION DCC ✓											
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS										15. OCCUPATIONAL SERIES 0311.01 ✓	
16. GRADE AND STEP 12 4 ✓										17. SALARY OR RATE \$ 21,324 ✓	
18. REMARKS DESIGNATION CHANGED FROM DAC TO DCC. DAC to DCC											
19. SIGNATURE OF REQUESTING OFFICER Donald E. Mc Mahill, CCS/ADM										DATE SIGNED 13 Jul 76	
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER										DATE SIGNED	
21. SPACE BELOW FOR EXCLUSIVE USE OF THIS OFFICE OF PERSONNEL											
22. ACTION CODE 37 10		23. EMPLOY CODE 37 10		24. OFFICE CODING NUMERIC CCS		25. STATION CODE 75013		26. INTEREST CODE		27. ADJUST CODE	
28. DATE OF BIRTH 02 12 37		29. DATE OF GRADE 07 13 76		30. DATE OF (U)		31. SECURITY REG-BO		32. SEX			
33. RETIREMENT DATE 1976		34. SEPARATION DATE 1976		35. OPERATING CARRIAGE DATA EOD DATA		36. SOCIAL SECURITY NO.		37. STATE TAX DATA			
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-ONCE IN SERVICE (LESS THAN 3 YEARS) 3-TWO OR MORE TIMES (MORE THAN 3 YEARS)		39. STATE CAT CODE		40. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		41. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		42. SOCIAL SECURITY NO.			
43. POSITION CONTROL CERTIFICATION 20 JUL 1976										DATE APPROVED 07/19/76	

CR

11-22-74

C. M. M. C.

SECRET

(When Filled In)

1. SERIAL NUMBER 010032 ✓						2. NAME (Last-First-Middle) WOODS, JAMES S. ✓						3. REQUEST FOR PERSONNEL ACTION DATE PREPARED 13 November 1974											
4. NATURE OF PERSONNEL ACTION PROMOTION						5. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 24 74						6. CATEGORY OF EMPLOYMENT REGULAR											
7. FUND XX V TO V V TO V						8. FAR AND NSCA 5230 0121 0002						9. LEGAL AUTHORITY (Completed by Office of Personnel) 50 USC 403 J											
10. ORGANIZATIONAL DESIGNATION DDO/CCS GENERAL INVESTIGATIVE DIVISION REGISTRY						11. LOCATION OF OFFICE STATION WASH., D. C.																	
12. POSITION TITLE RECORDS ADMIN OF CH (12)						13. POSITION NUMBER 0061						14. CAREER SERVICE DESIGNATION DAC											
15. CLASSIFICATION SCHEDULE (GS, EA, AF, etc.) CS						16. OCCUPATIONAL SERIES 0344.01						17. GRADE AND STEP 12 3											
18. SALARY OF RATE \$ 19,693 ✓																							
19. REMARKS CONCURS: MARGARET SOLTZ (TELEBOARD) SS/SE/FEZS																							
20. SIGNATURE OF REQUESTING OFFICIAL Donald E. McMichael Donald E. McMichael CCS/AF						21. DATE SIGNED 13 Nov 74						22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]						23. DATE SIGNED 15 Nov 74					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																							
24. ACTION CODE 22		25. EMPLOY CODE 10		26. OTHER CODING NUMERIC ALPHABETIC 391157 CCS		27. STATION CODE 75613		28. INTEREST CODE		29. MONTH CODE 1		30. DATE OF BIRTH MO DA YR 02 20 28		31. DATE OF GRADE MO DA YR 11 24 74		32. DATE OF SE MO DA YR 11 24 74							
33. DATE EXPIRES MO DA YR		34. SPECIAL REFERENCE		35. REFERENCE DATA - CS - ODS - FIC - RDS		36. SEPARATION DATA CODE		37. CORRECTION (AMENDMENT) DATA TYPE MO DA YR		38. SECURITY EOD DATA →		39. SECURITY REG CS		40. SECURITY REG CS									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO SERVICE 1-1-5 YR 2-1-10 YR		42. LEAVE CAT CODE 1-1-1 2-NO		43. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		45. HEALTH INS CODE HEALTH INS CODE 1-YES 2-NO		46. SOCIAL SECURITY INS SOCIAL SECURITY INS 1-YES 2-NO		47. SOCIAL SECURITY INS SOCIAL SECURITY INS 1-YES 2-NO		48. SOCIAL SECURITY INS SOCIAL SECURITY INS 1-YES 2-NO		49. SOCIAL SECURITY INS SOCIAL SECURITY INS 1-YES 2-NO							
50. POSITION CONTROL CERTIFICATION 11-15-74 ✓ 25 NOV 1974						51. OFF APPROVAL [Signature]						52. DATE APPROVED 25 Nov 74											

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 21 August 1973	
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S.					
3. NATURE OF PERSONNEL ACTION TRANSFER TO VOLUNTARY FUNDS. REASSIGNMENT AND DELEGATION OF N.S.C.A.				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 16 73		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS XX		7. PAN AND MSCA 4230 0121 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC				10. LOCATION OF OFFICIAL STATION WASH., D.C.			
11. POSITION TITLE RECORDS ADMIN OF CH				12. POSITION NUMBER 0061		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 11 6		17. SALARY OR RATE 16,326	
18. REMARKS HOME BASE: SS DDO CONCUR: GEORGE OWENS (TELECOORD) C/EUR/PERS CONCUR: WILLIAM H. FLIPPEN (TELECOORD) DDP/RECORDS MGMT OFFICER * CONCUR FOR CIA W-2: CCS/CCB/S							
19A. SIGNATURE OF REQUESTING OFFICIAL Erich W. Isenstead, C/CCS				DATE SIGNED 8/24/73		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 16	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 391001CCS	22. STATION CODE 15013	23. INTEGRAL CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 02 20 28	26. DATE OF GRACE MO DA YR
27. DATE OF LEL MO DA YR	28. NTE EXPIRES MO DA YR XX/XX/XX	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE 0-None 1-5 PT. 2-10 PT.	36. SERV. COMP. DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CODE EAP/BESP PROV/TEMP	39. FEGLI/HEALTH INSURANCE CODE 0-None 1-Yes 2-Other	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO EMPLOY IN SERVICE 2-BETWEEN IN SERVICE (LESS THAN 3 YEARS) 3-BETWEEN IN SERVICE (MORE THAN 3 YEARS)	
42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION 8-23-B	
46. O.P. APPROVAL *FRJP. EUR 11/1/73				DATE APPROVED 5 Aug 73			

FORM 1-72 1152

USE PREVIOUS EDITION

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CLASSIFIED BY 017-0332

EX-72 APPROV

(4)

CONFIDENTIAL
(When filled in)

NOTE TO PCS RETURNEES

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

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES S WOODS

NAME

(Please Print)

James S Woods

Signature

11 Sept 73

Date

CONFIDENTIAL
(When filled in)

Group 1 - Excluded from
automatic downgrading
and declassification.

SECRET

17 APR 1973

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

Certificate of Exceptional
Service (for Vietnam)

Valetich, Steven T.
Vandaveer, Robert J.

Walker, Richard L.
Walsh, Frances M.

Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruce
Neagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.

Whittinghill, Robert B. (no. 2)

Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Edward, Jr.
Wilson, Carolyn J.

Wolfe, Mayme E.
Woods, James S.

Yellin, James H.
Young, Robert C.

VIETNAM (Contract Employees)

Allen, Maxwell J.

Bauso, Philip
Baylard, Robert W.
Bias, Louis
Bivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
Bowman, David L.
Brown, Robert D.
Buckley, William F.

Chow, Gary Y. C.
Collins, Francis A.

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 24 January 1973	
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S. ✓					
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH 02 DAY 04 YEAR 73		5. CATEGORY OF EMPLOYMENT REGULAR	
6. PAGES ▶		7. V TO V OF TO V		7. FAN AND NSCA 3136 1267 0000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS UDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH				10. LOCATION OF OFFICIAL STATION ROME, ITALY			
11. POSITION TITLE RECORDS ADMIN OFFICER (09)				12. POSITION NUMBER 0699		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0344 01		16. GRADE AND STEP 11.6		17. SALARY OR RATE \$16326	
18. REMARKS HOME BASE: IS CONCUR <i>Curran Graham</i> PRA HR 20-17e (1) (a) PROMOTION CONCUR: C/E/ITALY <i>W. J. Smider</i> NTE: 1/20. <i>Mr. Woods will be assigned to DOP/COA/RMU position 00611111.</i> <i>Mr. Eron.</i>							
18A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i>		DATE SIGNED 1/24/73		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		DATE SIGNED 2/4/73	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 33	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 44750 ALPHABETIC EUR		22. STATION CODE 36533	23. INTERSEE CODE	24. MONTHS CODE 3	25. DATE OF BIRTH MO. 02 DA. 20 YR. 28
26. DATE OF GRADE MO. 02 DA. 04 YR. 73		27. DATE OF LEI MO. 02 DA. 04 YR. 73		28. DATE OF EXP. DATE MO. 02 DA. 04 YR. 74		29. SPECIAL REFERENCE 81	
30. RETIREMENT DATA 1-CC 2-ON 3-FICA 4-NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA MO. DA. YR.		33. SECURITY REQ. NO.	
34. VET PREFERENCE CODE 1-5 2-10 3-PT		35. SERV COMP DATE MO. DA. YR.		36. LONG COMP DATE MO. DA. YR.		37. CAREER CATEGORY LAF/RES PROJ/TEMP	
38. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		39. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-ON LEAVE IN SERVICE 3-ON LEAVE IN SERVICE (LESS THAN 3 YEARS) 4-ON LEAVE IN SERVICE (MORE THAN 3 YEARS)	
42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		45. POSITION CONTROL CERTIFICATION 2-2-73 <i>[Signature]</i>	
46. OP APPROVAL <i>[Signature]</i>		47. DATE APPROVED 2/2/73					

FORM 1152 USE PREVIOUS EDITION
6-72

SECRET

E-2, IMPDET CL. BY: 007622 (4)

FEB 1973

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

JAMES WOODS

EUR/PERS
4B0002 Hqs

EXTENSION

NO.

DATE

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

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

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

1.

E/PERS/TEDDY

2.

C/E/PERS

3.

C/E/PERS I

4.

E/PERS/JON

5.

C/IS/PERS

6.

7.

CSPS/SOB GG10

8.

9.

OP/PI 5E03

10.

11.

12.

13.

14.

15.

for concurrence

for concurrence

7. Subject will be assigned as
Ch. Reg. + RMO DDP/CCS upon
his return to Hqs (about
Aug 73), vice Evan

Mr. Woods will be assigned
to CCS/RMO position
0061 vice Mr. Michael
Evan.

FORM
3-62

610

USE PREVIOUS
EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL
USE ONLY

☐ UNCLASSIFIED

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 010032				2. NAME (Last-First-Middle) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE REQUESTED MONTH: 05 DAY: 30 YEAR: 71		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V OF TO V	X OF TO V	7. FINANCIAL ANALYSIS NO CHARGEABLE 1136-1267	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH			10. LOCATION OF OFFICIAL STATION ROME ITALY		
11. POSITION TITLE RECORDS ADM OF (09)			12. POSITION NUMBER 0699	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR RATE \$ 13,821	
18. REMARKS 1 cc: Payroll From: DDP/EUR DEVELOPMENT COMPLEMENT No Language Required PRA HR 20-17E(1) (B) NTE Two Yrs X H.B. EUR					
18A. SIGNATURE OF REQUESTING OFFICIAL WILLFORD C TAYLOR, C/E/Per		DATE SIGNED 3/15/71	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED 3/17/71
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 20	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC: 44625 ALPHABETIC: S/P	22. STATION CODE 36533	23. INTEGRITY CODE	24. HOURS CODE 3
25. DATE OF BIRTH MO. DA. YR. 02/20/28		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LIT MO. DA. YR.	
28. HTE EXPIRES MO. DA. YR. 05/29/73	29. SPECIAL REFERENCE 82	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY RES. NO.
35. VET PREFERENCE CODE 0-NO 1-5 PT 2-10 PT		36. SERV COMP DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. BISH. PROV/TMP. CODE	39. LEGAL/HEALTH INSURANCE CODE 0-WAIVER 1-TES
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO ACT IN SERVICE 2-CLEAR IN SERVICE (LESS THAN 3 YEARS) 3-CLEAR IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO TAX STATE CODE
45. POSITION CONTROL CERTIFICATION 5-7-71 mm			46. OP APPROVAL C. B. B. B.		DATE APPROVED 5-10-71

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

(If New Entry Use)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

02 DECEMBER 1970

1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS JAMES S		3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 13 70		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS XX		7. FINANCIAL ANALYSIS NO. CHARGEABLE 1236-1186		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE RECORDS ADM OFFICER		12. POSITION NUMBER 9997		13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, L.B. etc.) GS		15. OCCUPATIONAL SERIES 0344.01	
16. GRADE AND STEP 10 7		17. SALARY OR RATE \$ 13,041		18. REMARKS 2cc: SECURITY cc: PAYROLL <i>Other</i> FROM: DDP/EUR/FOREIGN FIELD LONDON, ENGLAND SLOT# 0254 NTE: 30 June 1971 <i>Pending Reassignment</i>		19. SIGNATURE OF REQUESTING OFFICIAL <i>W. C. Taylor</i> WILLFORD C. TAYLOR, C/E/Perms		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>W. C. Taylor</i>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE 16		22. EMPLOY CODE 18		23. OFFICE CODING NUMERIC ALPHABETIC 44947 02R		24. STATION CODE 75013		25. INTEGRITY CODE	
26. HODGINS CODE 1		27. DATE OF BIRTH MO. DA. YR. 02 20 28		28. DATE OF GRADE MO. DA. YR.		29. DATE OF LEP MO. DA. YR.		30. SECURITY REQ. NO.	
31. DATE EMPLOYED MO. DA. YR.		32. SPECIAL REFERENCE 1-YES 2-NO		33. RETIREMENT DATA 1-YES 2-NO		34. SEPARATION DATA CODE		35. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	
36. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		37. SERV. COMP. DATE MO. DA. YR.		38. LONG. COMP. DATE MO. DA. YR.		39. CAREER CATEGORY CAR/BILY PROV/TEMP		40. FEGLI/HEALTH INSURANCE CODE CODE U-WAIVER 1-YES	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		45. SOCIAL SECURITY NO.	
46. POSITION CONTROL CERTIFICATION 12-8-70 <i>MW</i>		47. DATE APPROVAL 12-8-70 <i>W. C. Taylor</i>		48. DATE APPROVED 12-8-70		49. DATE APPROVED		50. DATE APPROVED	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

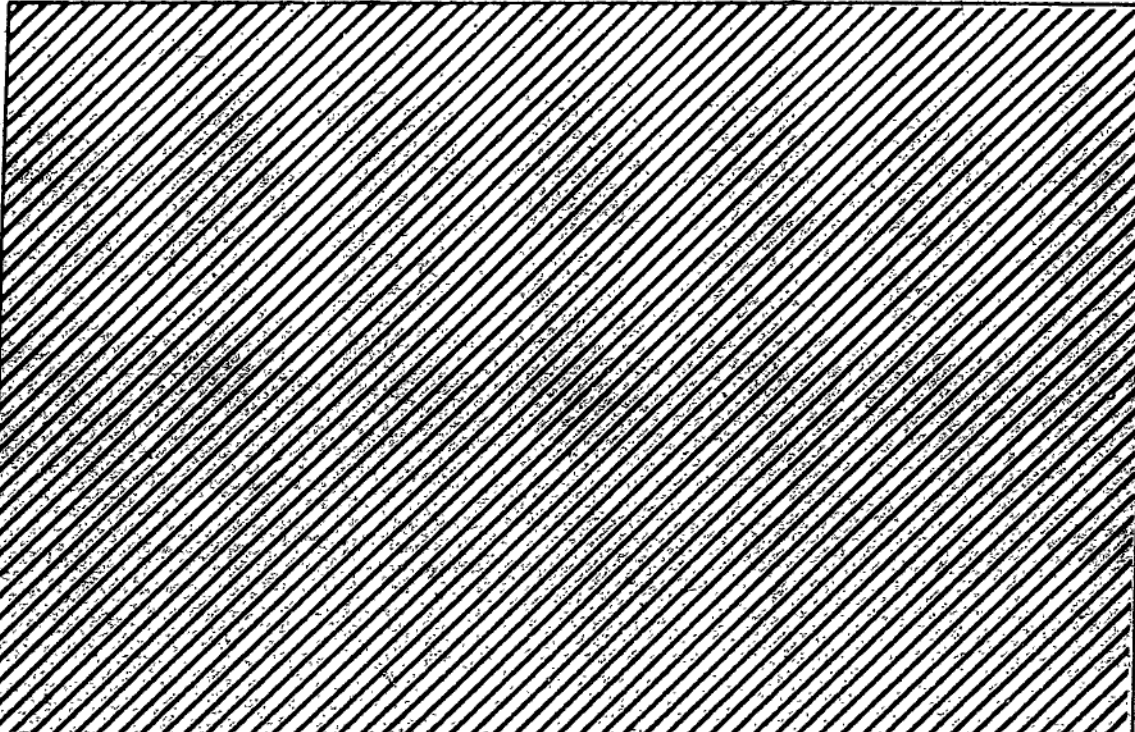
(If Am. Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				20 JANUARY 1971	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
010032		WOODS JAMES S			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (CORRECTION)			MONTH DAY YEAR 1 10 71		REGULAR
6. FUNDS			7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)
XX			1234-1186		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/EUR DEVELOPMENT COMPLEMENT			WASHINGTON, D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
RECORDS ADM OFFICER			9997		D
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE
GS		0344.01		10 7	\$ 13,821
18. REMARKS					
cc: Payroll TO CORRECT EFFECTIVE DATE TO READ 1/10/71 VICE 12/13/70					
H.A. EUR					
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
WILLIAM C. COOLEY, AC/E/Per		1/21/71		Gregory W. Smith	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRAL CODE	24. NOTES CODE
58	18	44777	EUR	75013	1
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI			
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.			
02 20 70					
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY RES. NO.
MO. DA. YR.					
34. VET PREFERENCE	35. SERV. COMP. DATE	36. LONG COMP. DATE	37. CAREER CATEGORY	38. FEET/HEALTH INSURANCE	39. SOCIAL SECURITY NO.
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA	43. STATE TAX DATA		
CODE	CODE	FORM EXECUTED	FORM EXECUTED		
44. POSITION CONTROL CERTIFICATION			45. OP APPROVAL		
1-26-71			DATE APPROVED		
m.w.			1/26/71		
W. Heat					

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 12 FEBRUARY 1971	
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S					
3. NATURE OF PERSONNEL ACTION CHANGE OF FAN				4. EFFECTIVE DATE REQUESTED MONTH: 02 DAY: 12 YEAR: 71		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS XX V TO V CF TO V		V TO CF CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 1236-1186		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.			
11. POSITION TITLE RECORDS ADM OFFICER				12. POSITION NUMBER 9997		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GT, LB, IN) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 7		17. SALARY OR RATE \$ 13,821	
18. REMARKS FROM 1234-1186 cc: Payroll <i>KHB:EUR</i>							
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> WILLFORD C. TAYLOR, C/E/PO				DATE SIGNED 12 Feb 71		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i> 17 Feb 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 18	21. OFFICE CODING NUMERIC: 44997 ALPHABETIC: EUR	22. STATUS CODE 75013	23. INTEGRAL CODE	24. NOTICES CODE 1	25. DATE OF BIRTH MO: 02 DA: 20 YR: 28	26. DATE OF GRADE MO: DA: YR:
27. DATE OF LEL MO: DA: YR:	28. DATE OF LEL MO: DA: YR:	29. NTE EXPENSES MO: CA: YR:	30. SPECIAL REFERENCE	31. RETIREMENT DATA 1-CST 2-ORGN 3-FICA 4-MORE	32. SEPARATION DATA CODE	33. CORRECTION/CANCELLATION DATA TYPE: MO: DA: YR:	34. SECURITY REG. NO.
35. VET PREFERENCE CODE: 0-BORN 1-5 PR 2-10 PR	36. SERV. COMP. DATE MO: DA: YR:	37. LONG COMP. DATE MO: DA: YR:	38. CAREER CATEGORY EM/PSY PROV/TEMP	39. FEDERAL TAX DATA CODE: NO TAX EXEMPTIONS	40. REGU/HEALTH INSURANCE CODE: 0-BYTER 1-YES	41. SOCIAL SECURITY NO.	42. STATE TAX DATA CODE: NO TAX EXEMPTIONS
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		44. LEAVE CAT CODE		45. FEDERAL TAX DATA CODE: NO TAX EXEMPTIONS		46. STATE TAX DATA CODE: NO TAX EXEMPTIONS	
47. POSITION CONTROL CERTIFICATION 2-17-71 km				48. O.P. APPROVAL <i>[Signature]</i> W.R.H.		49. DATE APPROVED 2-17-71	

SECRET
(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
WOODS, JAMES S.	SELF	70-0961
There is on file in the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>6 MAY 1970</u>. This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.		
DATE OF NOTICE	SIGNATURE OF RSD REPRESENTATIVE	
19 JUNE 1970	/s/ R. L. Austin, Jr.	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

SECRET

14 May 1968

approved

MEMORANDUM FOR: FE Career Management Committee

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

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

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

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

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

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

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2

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

2. If promoted, Subject will occupy the position of 10 General, GS-11, Slot # 4984.

John Caswell
Douglas S. Blaufarb
Chief, Vietnam Operations

SECRET

SECRET

4 March 1968

MEMORANDUM FOR: Chief of Station

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

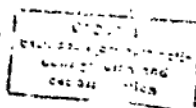
1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

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

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

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

SECRET



SECRET

- 2 -

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

/s/John K. Smith

Chief, OSB

CONCUR /s/Vincent Lockhart
Acting Deputy Chief of Station

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

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

8 Oct 1963

1 SERIAL NUMBER 010032		2 NAME (Last-First-Middle) WOODS, JAMES S.	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE REQUESTED MONTH: 11 DAY: 1 YEAR: 68	
5 CATEGORY OF EMPLOYMENT REGULAR		6 FINANCIAL ANALYSIS NO. CHARGEABLE 9136 1214	
7 LEGAL AUTHORITY (Completed by Office of Personnel)		8 LOCATION OF OFFICIAL STATION LONDON, ENGLAND	
9 CATEGORICAL DESIGNATIONS DIP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION		10 POSITION TITLE RECORDS AID OF (09)	
11 POSITION NUMBER 0254		12 CAREER SERVICE DESIGNATION D	
13 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		14 OCCUPATIONAL SERIES 0344.01	
15 GRADE AND STEP 10 6		16 SALARY OR RATE \$ 10,847	

17 REMARKS
CONCUR: Mary Boulger FE/Pers
By Phone
259a Attached
PRA 20-17-D(1)(B) (B)
NITE 2 Yr.
v. Imogene L. King

18 SIGNATURE OF REQUESTING OFFICIAL <i>Willford C. Taylor</i>		19 DATE SIGNED 2 Oct 66		20 SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Robert M. White</i>		21 DATE SIGNED 22 Oct 1968	
22 SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
23 ACTION CODE 37 10		24 EMPLOY CODE 44 52 5		25 OFFICE CODING EUR 21025		26 STATION CODE 21025	
27 DATE OF BIRTH 3 62 20 28		28 DATE OF GRADE 1 1 1		29 DATE OF LEE 1 1 1		30 DATE OF LEE 1 1 1	
31 SPECIAL REFERENCE INC 470 53		32 RETIREMENT DATA CODE		33 SEPARATION DATA CODE TYPE		34 CORRECTION/CANCELLATION DATA MO. DA. YR.	
35 SPECIAL REFERENCE INC 470 53		36 SEV. COMP DATE MO. DA. YR.		37 LONG COMP DATE MO. DA. YR.		38 CAREER CATEGORY CODE	
39 HEALTH INSURANCE CODE		40 HEALTH INS. CODE 1-YES 2-NO		41 HEALTH INS. CODE 1-YES 2-NO		42 HEALTH INS. CODE 1-YES 2-NO	
43 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		44 LEAVE CAT. CODE		45 FEDERAL TAX DATA FORM EXECUTED CODE		46 STATE TAX DATA FORM EXECUTED CODE	
47 LEAVE CAT. CODE		48 LEAVE CAT. CODE		49 LEAVE CAT. CODE		50 LEAVE CAT. CODE	

5 POSITION CONTROL CERTIFICATION
10 25 68
From FE
mau
10 25 68
DATE APPROVED

12 No. 1000 (10)

LATE PREPARED

1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 28 68			5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS V TO V OF TO V		V TO OF OF TO OF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 9137 1487			8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DEP/FE FOREIGN FIELD FE/VFO - VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT				10. LOCATION OF OFFICIAL STATION SAIGON, South Vietnam.					
11. RECORDS ADMIN OF D 11				12. POSITION NUMBER 4984		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, FS, AS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 6		17. SALARY OR RATE 5 10847			
18. REMARKS RECORDS ADMIN OFFICER OCCUPYING IO GENERAL POSITION.									
19. SIGNATURE OF REQUESTING OFFICIAL C/FE/PERSONNEL, Mary T. Boulger				20. DATE SIGNED 23 July 68		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Lieut MG White		22. DATE SIGNED 21	
SPACE SHOWN FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
23. ACTION CODE 22 10		24. DOWLING FE		25. STATION CODE 7705		26. HOURS CODE 3		27. DATE OF BIRTH MO. DA. YR. 02 20 26	
28. DATE OF GRADE MO. DA. YR.		29. DATE OF LEI MO. DA. YR.		30. SPECIAL REFERENCE 31. RETIREMENT DATA 32. SEPARATION DATA CODE 33. CORRECTION CANCELLATION DATA 34. SECURITY REG NO		35. SOCIAL SECURITY NO		36. DATE OF LEI MO. DA. YR.	
37. VET PREFERENCE 38. SERV COMP DATE 39. LEAVE LAF CODE		40. LEAVE LAF CODE		41. CAREER CATEGORY 42. FEDERAL TAX DATA 43. STATE TAX DATA		44. HEALTH INSURANCE 45. SOCIAL SECURITY NO		46. DATE OF LEI MO. DA. YR.	
47. PERIODS ON GOVERNMENT SERVICE 48. LEAVE LAF CODE		49. LEAVE LAF CODE		50. FEDERAL TAX DATA 51. STATE TAX DATA		52. HEALTH INSURANCE 53. SOCIAL SECURITY NO		54. DATE OF LEI MO. DA. YR.	
55. POSITION CONTROL CERTIFICATION		56. DATE APPROVED		57. DATE APPROVED		58. DATE APPROVED		59. DATE APPROVED	

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 17 NOVEMBER	
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH: 12 DAY: 16 YEAR: 66		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V OF TO V	V TO O OF TO O	7. FINANCIAL ANALYSIS NO. CHARGEABLE 7137-1487		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/FE/FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION			10. LOCATION OF OFFICIAL STATION EAIGON, SOUTH VIETNAM		
11. POSITION TITLE RECORDS ADMIN OF GS-11 (11)			12. POSITION NUMBER 4127	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (G.S. E.A. OR J.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 09/A 7	17. SALARY OR RATE \$ 9001-9262 ✓	
18. REMARKS FROM: JKO/TOKYO STATION/OFFICE OF THE CHIEF/ CENTRAL REGISTRY AND RECORDS SECTION					
18A. SIGNATURE OF REQUESTING OFFICER R. T. BOULGER, CFE/PAS		DATE SIGNED 22 Dec 66	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. Kerber		DATE SIGNED 20 Dec 66
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODE NO. NUMERIC: 45500 ALPHABETIC: FE	22. STATION CODE 77265	23. INDICATOR CODE 5	24. MODIFIER CODE 02 120 128
25. DATE OF BIRTH MO: DA: YR:	26. DATE OF CREAZ MO: DA: YR:	27. DATE OF LER MO: DA: YR:	28. DATE OF LER MO: DA: YR:		
29. DATE EXPIRES MO: DA: YR:	30. SPECIAL REFERENCE 1-EX 2-PLA 3-NOX	31. SEPARATION DATA CODE TYPE: MO: DA: YR:	32. CORRECTION CANCELLATION DATA TYPE: MO: DA: YR:	33. SECURITY REQ NO	
34. VET PREFERENCE CODE: 0-NO 1-10 YR 2-10 YR	35. SERV COMP DATE MO: DA: YR:	36. LONG COMP DATE MO: DA: YR:	37. CAREER CATEGORY CODE: 1-15 2-NO	38. HEALTH INSURANCE CODE: 0-BALIER 1-YES	39. SOCIAL SECURITY NO
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		41. LEAVE CAT CODE	42. FEDERAL TAX DATA CODE: 1-YES 2-NO		43. STATE TAX DATA CODE: 1-YES 2-NO
44. POSITION CONTROL CERTIFICATION 170766N			45. OFF APPROVAL R. Kerber		DATE APPROVED 11/1/66

152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(When filled in)

F-14

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 010032				18 Nov 66	
2. NAME (Last-First-Middle) WOOLLS, JAMES S.					
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 18 66	
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203	
7. FUNDS V TO V CP TO V X CP TO CP V TO CP CP TO CP		8. FINANCIAL ANALYSIS NO CHARGEABLE 7137-1566			
9. ORGANIZATIONAL DESIGNATIONS DDP/FE				10. LOCATION OF OFFICIAL STATION TOKYO, JAPAN	
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, E.B., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP 9	
17. SALARY OF RATE 5					
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.					
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. RIGHTS CODE
25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEE MO DA YR			
28. NCE EXPRES. MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CSE 2-TERR 3-NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY RIG NO
34. SET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	35. NEW COMP DATE MO DA YR	36. LONG COMP DATE MO DA YR	37. CAREER CATEGORY CODE 1-YES 2-NO	38. HEALTH INSURANCE CODE 0-WAIVER 1-YES	39. SOCIAL SECURITY NO
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO BRIDGE TO SERVICE 2-BRIDGE TO SERVICE (LESS THAN 3 YEARS) 3-BRIDGE TO SERVICE (MORE THAN 3 YEARS)	41. LEAVE EXT CODE	42. FEDERAL TAX DATA CODE 1-YES 2-NO	43. NO TAX EXEMPTIONS	44. STATE TAX DATA CODE 1-YES 2-NO	45. STATE CODE
46. POSITION CONTROL CERTIFICATION 11-21-66 N			47. OP APPROVAL See memo signed by D/Pers dated 16 NOV 66		48. DATE APPROVED

5 January 1966

MEMORANDUM FOR: FE Career Management Committee

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

1. It is strongly recommended that Mr. James S. Woods be promoted from GS-09 to GS-10. Mr. Woods entered on duty with the Agency in April 1962 as a GS-09 Records and File Clerk assigned to RFD. Since that time Mr. Woods has served as a Receiver Analyst at Headquarters in Rome and Aitang, Manila, and since 1981 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade at a GS-09 since 1958. He was previously recommended for promotion to GS-10 in November 1964 and June 1965.

2. In the promotion recommendation for the Tokyo Station, 9 November 1964, the Director recommended on Mr. Woods as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at the main Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in a different geographic location, a great deal of responsibility is given to Mr. Woods to get the Station's responsibility of receiving, routing, and properly processing, dispatching, and properly routing and processing correspondence from other local military agencies is correctly analyzed and routed. The day-a-day editing system is functioning effectively, and the Station Newsletter is rapidly turning out priority dispatches.

"B. The Registry is presently composed of six employees in addition to Mr. Woods as Chief of the Section. Mr. Woods does an exemplary job of supervising these employees with the result that the Registry is functioning well. The Station unit is

Not Approved
3/1/66

Group 1
Excluded from automatic
downgrading and
declassification

SECRET

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

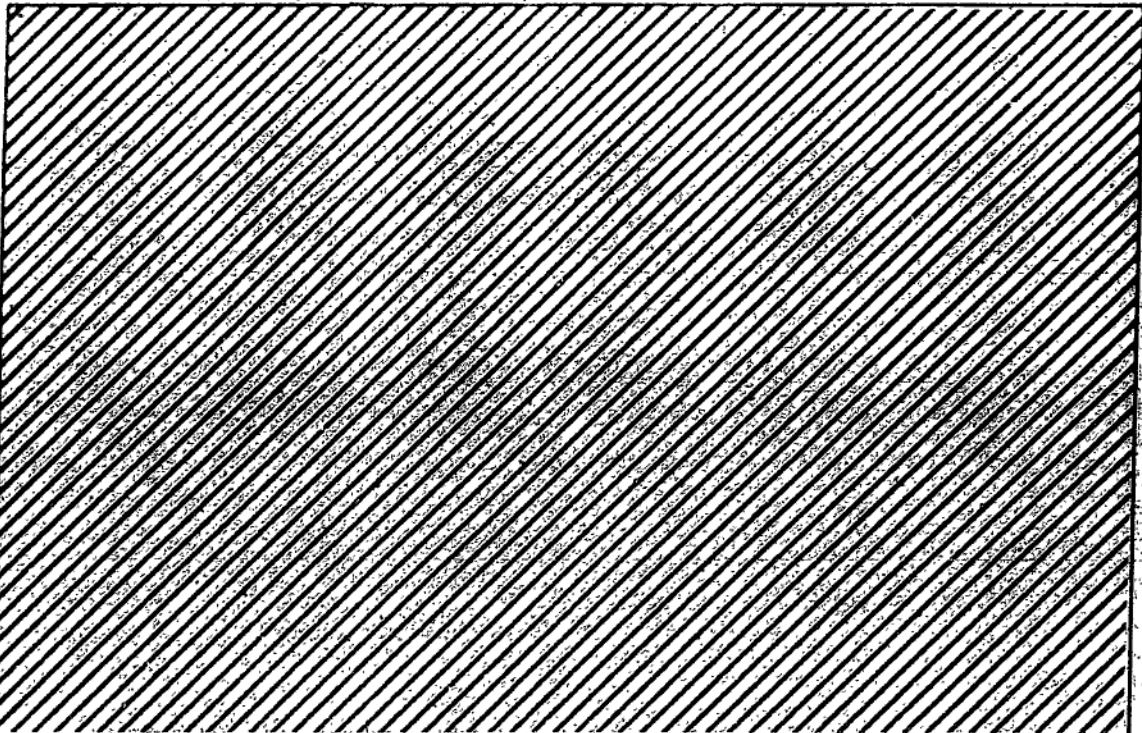
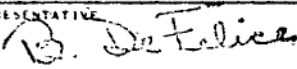
"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity.

"E. Mr. Woods has continued to perform in an "over-all" manner as evidenced in his recent "Special Report". He recently planned and effectively implemented the move of the Club's Headquarters from one location to another. In a dispatch, dated 22 November, 1965, the present Chief of Station, Tokyo, stated "There is little need to add to my predecessor's recommendation dated 8 November 1964, for promotion of Mr. Woods. He is performing all his duties as Chief of the Tokyo Station Registry with a thoroughness and dedication. He is a strong supervisor who maintains discipline and achieves the maximum productivity of his personnel and materials."

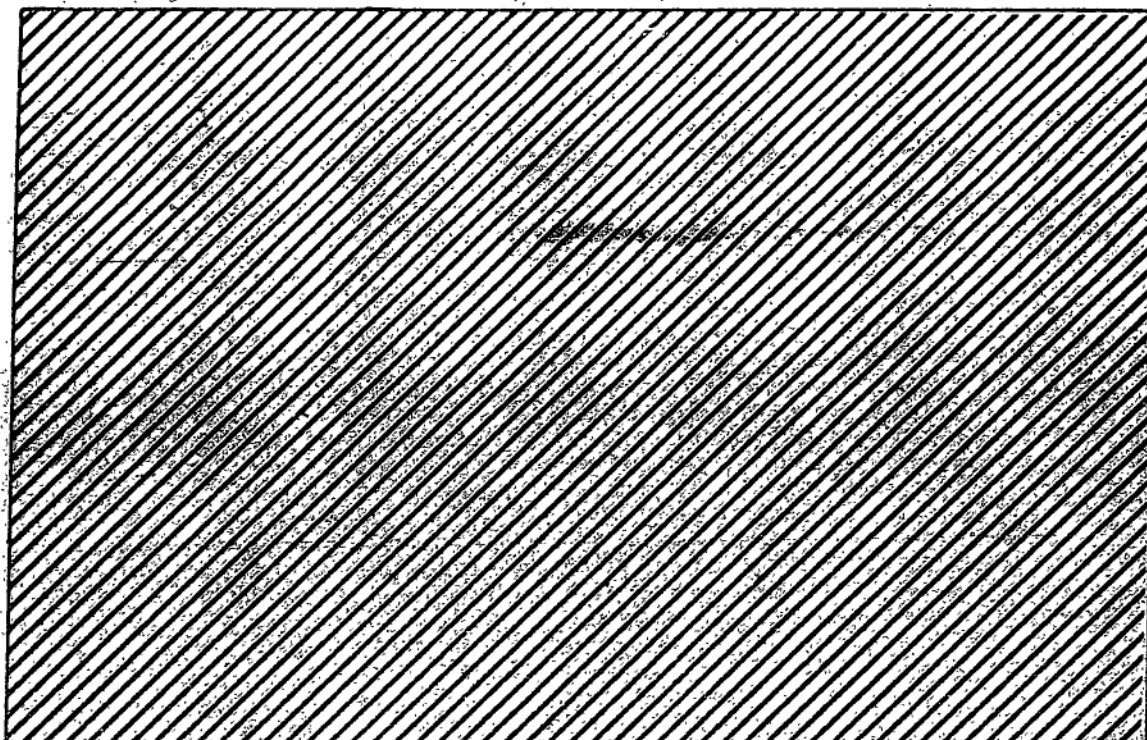
"F. The Agency Chief of Station, Tokyo, recommended that Mr. Woods be promoted from GS-09 to GS-10. The Agency Chief of Station, Tokyo, recommended that Mr. Woods be promoted from GS-09 to GS-10 at the earliest opportunity.

Terry T. Shima
Richard G. Davis
Chief, REGISTRATION

SECRET
(When Filled In)

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

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle) Woods, James S.	NAME AND RELATIONSHIP OF DEPENDENT* Wife - Louise A.	CLAIM NUMBER 66-148
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There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 26 June 1965.

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

DATE OF NOTICE 17 JULY 1965	SIGNATURE OF BSD REPRESENTATIVE <i>B. DeTelle</i>
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NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 10 Feb 1961	
1. SERIAL NUMBER 110032		2. NAME (Last-First-Middle) WOODS, James S.					
3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Confidential funds 03 19 61				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 19 61		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS 		V TO V ☐ CF TO V ☐		X V TO CF ☒ CF TO CF ☐		7. COST CENTER NO. CHARGEABLE 1137-7351-1000	
8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS DDP/FE FE/JAO Tokyo Station Office of the Chief Central Registry and Records Section				10. LOCATION OF OFFICIAL STATION Tokyo, Japan			
11. POSITION TITLE Intel Analyst - Gen		12-D		12. POSITION NUMBER 3061		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		15. OCCUPATIONAL SERIES 0132.36		16. GRADE AND STEP 09 3		17. SALARY OR RATE 6765	
18. REMARKS FROM: FE/Office of the Chief/2461 tray 1 lcc - Security Form 259 forwarded to Medical Staff Departure Date: 31 March 1961 FE/CMC Approved <i>Security App. 2/16/61</i> <i>Mr 3/4/61</i>							
19. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN, CFE PERSONNEL				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER 			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE 11	22. EMPLOY CODE 11	23. OFFICE CODE NIPERIC 5130	24. STATION CODE 11	25. INTERVIEW CODE 3	26. MONTHS 02	27. DATE OF BIRTH MO DA YR 02 20 28	28. DATE OF LEAVE MO DA YR
29. DATE EXPIRES MO DA YR	30. DATE OF REFERENCE MO DA YR	31. SET REMIT DATA 1 = YES 2 = NO 3 = 1/2 4 = 1/4 5 = 1/8	32. STRATEGIC DATA CODE TYPE	33. CONSTRUCTION/CANCELLATION DATA MO DA YR	34. SECURITY REQ. NO.		
35. NET. PREFERENCE CODE 0 = NONE 1 = 5 YR. 2 = 10 YR.		36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. MIL SERV. CODE 1 = YES 2 = NO	39. PERM. / HEALTH INSURANCE CODE 0 = NEITHER 1 = YES	40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE LESS THAN 12 MONTHS 3 = BREAK IN SERVICE MORE THAN 12 MONTHS		42. NUCLEAR INT. CODE	43. FOREIGN DATA DATA FORM EXECUTED CODE 1 = YES 2 = NO	44. STATE DATA FORM EXECUTED CODE 1 = YES 2 = NO	45. STATE TAX DATA CODE	46. STATE TAX CODE	47. STATE TAX CODE
45. POSITION CONTROL CERTIFICATION Kearney 03/13/61				46. O.P. APPROVAL 			

S-E-C-R-E-T

MEMORANDUM FOR: James S. Woods

VIA : Chief, FE

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

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

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


WENDELL E. LITTLE
DDP/RMO

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

SECRET

REQUEST FOR PERSONNEL ACTION

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

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE/PSM PHILIPPINES STATION SUPPORT BRANCH	5161	MANILA, R.P.	57557
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. - USMA - Frign -	Code 5	RECORDS MGMT ANAL	3382 GS 0306.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
09 1	\$ 5985	01	Mo. Da. Yr. 11 16 58
25. PSI Due	26. Appropriation Number		
Mo. Da. Yr. 11 15 59	9 3780 55 006	AL	

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Office of the Chief Secretariat	5112	Washington, D. C.	25013
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. - USMA - Frign -	Code 5	RECORDS MGMT OF	2461 58-11
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
	\$		Mo. Da. Yr. 11 15 59
42. PSI Due	43. Appropriation Number		
Mo. Da. Yr. 11 15 59	9 3700 20 001	AL	

SOURCE OF REQUEST

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

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		3-16-59	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		
Remarks please transfer from Unvouchered to Vouchered funds 2 Copies to Security					

SECRET

14-00000
Stinberg
COPY

AIR

1024-A-9355
(50-1-5)

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

31 January 1958

Administrative

EDY Service - RI Team

ACTION REQUIRED: Routing copies to Personnel files of employees concerned

1. During the period of February to August 1957, Francis E. SUTY, James R. WOODS, Dorothy SPICKA, Virginia LONG, and Sarah J. BENNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Mexico City, wishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.

2. Mexico City Station wishes to acknowledge at this time, not only the exemplary service rendered by these employees but also the splendid support that RI Division has given to this station.

3. The RI employees named in paragraph 1 worked hard (expending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were congenial, friendly and a pleasure to have in the Station.

WINSTON SCOTT

ACW/cps

29 January 1958

Distribution:

8 - Hqs.
2 - Files

STANDARD FORM 52 PROPOSED BY THE U. S. CIVIL SERVICE COMMISSION JAN. 1957 - PRELIMINARY FORM MAY 1957 - FINAL FORM		UNVOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) MR. James S. Woods		2. DATE OF BIRTH 20 Feb. 1928	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment *transfer to US funds		4. DATE OF REQUEST 5 July 1957	
5. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED 5/17/57 B. APPROVED 5 Sept 57	
7. C. S. OR OTHER LEGAL AUTHORITY			
FROM: Intel Analyst BV-430.12 GS-0132.35-7 4795 \$4600.00 p/a DDP/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.		TO: Intel Analyst BFF-5252 Records Integration Division GS-0132.35-7 4795 \$4600.00 p/a DDP/PI GS-0136.01-7 Branch 3 - Philippines Station Administrative Section Manila, R.P.	
8. POSITION TITLE AND NUMBER		9. SERVICE, GRADE, AND SALARY	
10. ORGANIZATIONAL DESIGNATIONS 5761		11. HEADQUARTERS	
12. FIELD OR DEPARTMENTAL ☒ FIELD ☒ DEPARTMENTAL		13. FIELD OR DEPARTMENTAL ☒ FIELD ☒ DEPARTMENTAL	
A. REMARKS (Use reverse if necessary) * Memo dtd 18 June 1957 to Mgm staff via SSA/DD/S requesting that three RI Positions (1 GS-9 and 2 GS-7n - Record Analyst) be established on the Manila T/O. Woods to be slotted against the GS-9 slot. Please call FE/PT/III x 4009 for effective date. 2 copies to Security. <i>Approved B. Wilson</i> <i>Concur & Fit. Rep.</i>			
B. REQUEST APPROVED BY RONALD GAGE, FE/PT/III OFFICER		C. REQUEST APPROVED BY <i>Chm. [Signature]</i>	
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Jimmie Dewberry x 2957		E. SIGNATURE <i>[Signature]</i>	
F. TITLE <i>[Signature]</i>		G. POSITION CLASSIFICATION ACTION SD:DI	
14. VETERAN PREFERENCE NONE ☐ WWI ☐ OTHER ☒ SPT. ☐ 10 POINT ☐ DISAB. OTHER ☐		15. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I.A. ☐ REAL ☐	
16. APPROPRIATION FROM 8-2309-23 TO 8-3780-55-006		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES	
18. DATE OF APPOINTMENT AFFIDAVIT (ADVERSARIES ONLY)		19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:	
20. STANDARD FORM 50 REMARKS D.O.C. 04.10.55. PSI - 04.06.58 No L.W.			
21. CLEARANCES		22. INITIAL OR SIGNATURE	
A.		B.	
C. CLASSIFICATION		D. PLACEMENT OR ENPL	
E.		F.	
F. APPROVED BY <i>[Signature]</i>		G. DATE 9/12/57	
H. DATE 16 August 57		I. DATE 16 August 57	

STANDARD FORM 52 PREPARED BY THE U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540 MAY 1952 EDITION		VOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation date on reverse.			
1. NAME (Mr., Miss, Mrs., One from name, initial(s), and surname) Mr. James C. Woods		2. DATE OF BIRTH 20 Feb 1928	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		4. DATE OF REQUEST 15 Aug 1956	
5. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
		7. C. S. OR OTHER LEGAL AUTHORITY	
FROM: BV-430.02		TO: Intel Analyst BY-430.12 GS-0132.35-7 \$4660.00 pa	
8. POSITION TITLE AND NUMBER		9. SERVICE, GRADE, AND SALARY	
10. ORGANIZATIONAL DESIGNATIONS		DDP/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.	
11. HEADQUARTERS		12. FIELD OR DEPARTMENTAL	
FIELD		DEPARTMENTAL	
13. REMARKS (Use reverse if necessary) Slot BV-430.02 was used for slotting purposes only--this action will eliminate double slotting.			
14. REQUESTED BY (Name and title) John M. Scott, Chief, RIG		15. REQUEST APPROVED BY C. M. [Signature], RIG	
16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ruth Robinson, Ext. 2519		17. SIGNATURES Title:	
18. VETERAN PREFERENCE NONE ☐ WW ☐ OTHER ☒ PT. ☐ IN POST ☐ GRADE OTHER		19. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L. A. ☐ REAL ☐ SD: DI	
20. SEX M		21. DATE OF APPOINTMENT AFFIDAVIT (Accessions Only) 175	
22. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:			
23. STANDARD FORM 50 REMARKS APPROVED BY FI CAREER SERVICE BOARD DATE 16 Aug 56			
24. CLEARANCES		25. INITIAL OR SIGNATURE	
A.		B. C. S. OR POS. CONTROL	
C. CLASSIFICATION		D. PLACEMENT OR EXPL.	
E.		F. APPROVED BY C. M. [Signature]	

STANDARD FORM 52

FORM 52, MAY 1962 EDITION
GSA GEN. REG. NO. 27
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNVOUCHERED TO VOUCHERED

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr - Miss - Mrs - One given name, initials, and surname) Mr. James S. Woods	2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO.	4. DATE OF REQUEST 14 June 1956
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM: IO-CI OS-0136.53-7 BFF 583.05 \$4660.00 DDP/FE Branch 1 - Korea Base Records Integration Branch Personality Files Section Yokosuka, Japan	TO: Intel Analyst OS-0136.53-7 BV-430.02 \$4660.00 pa DDP/FE Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.		
9. POSITION TITLE AND NUMBER	10. SERVICE GRADE AND SALARY	11. ORGANIZATIONAL DESIGNATIONS	12. FIELD OR DEPARTMENTAL
☒ FIELD	☐ DEPARTMENTAL	☐ FIELD	☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer from Unvouchered to Vouchered Funds.
Vice Lenore Johnson, transferring to ~~MS~~ EE.
Copies of this action have been submitted to Payroll and Security offices.

CONCUR:

B. REQUESTED BY (Name and title)

John M. Scott, Chief, RI

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Ruth Robinson, Ext. 2510

D. REQUEST APPROVED BY

Signature:

Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT	10 POINT
				DISAB OTHER

15. APPROPRIATION
FROM: **6-2740-55-096**
TO: **6-2309-23**17. SUBJECT TO C.S.
RETIREMENT ACT
(YES-NO)
Yes18. DATE OF APPOINTMENT
AFFIDAVITS
(ACCESSIONS ONLY)19. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
STATE: **DC**

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

APPROVED BY

SECRET

SECRET

Name: WOODS, James S.

Date: 15 June 1956

CS Designation: DI

Nature of Action: Reassignment

FROMTO

Pos. Title: I. O. (CI)

Intel Analyst

Grade: GS-7

GS-7

Division: DDP/FE

DDP/FE

Staff: Branch 1 - Korea Base

RI

Branch: Records Integration

Analysis NM & Operations

Section: Personality Files

Analysis

Hdqrs: Yokosuka, Japan

Washington

I & R Comment

Date

19 JUN 1956

VIA: AIR

SPECIFY AIR OR SEA POUCH

DISPATCH NO. FKLA 5886

CONFIDENTIAL

CLASSIFICATION

4 FEB 1955

TO : Chief, FE

DATE:

FROM : Chief, Korea Mission

INFO: Chief, Support Mission,
China

SUBJECT: GENERAL: Administrative/Personnel

SPECIFIC: Recommendation for Promotion - James S. WOODS

1. It is recommended that James S. WOODS be promoted from GS-5 to GS-7. Subject entered on duty with the Korea Mission 26 July 1954.

2. WOODS presently occupies proposed Slot No. 21 which has been recommended as a GS-9 slot. Subject has been in grade as a GS-5 since 6 June 1953 and has performed the duties of his present assignment since 10 August 1954.

3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOENAG has assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.

4. WOODS is conscientious, hard-working and more than willing to work long hours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish himself during the recent move of this Mission to Japan. On the basis of work performance and motivation, subject is recommended as justly deserving of promotion to GS-7.

5. I certify that WOODS is performing the duties outlined in the job description attached hereto.

/s/ JOHN L. HARC

1 February 1955

1 ENCL - a/s

DISTRIBUTION:

1 - Chief, FE

1 - Chief, EN

CONFIDENTIAL

CLASSIFICATION

CONFIDENTIAL

POSITION DESCRIPTION - James S. WOODS

1. Nature and Purpose of Work:

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

2. Duties:

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

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

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

c. To analyze, card and file all documents forwarded to Personality Files; these include State Station memos, HQ's, Contact Reports, CCMFE Reports, RFI's, various intelligence summaries, etc.

3. Responsibility for the Work of Others:

N/A

4. Scope and Effect of Work:

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

5. Supervision and Guidance Received:

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

CONFIDENTIAL

CONFIDENTIAL

- 2 -

6. Mental Demands:

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

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

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

7. Personal Work Contacts:

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

8. Other:

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

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

CONFIDENTIAL

CHECK LIST FOR TRAINING

Thode, James S

1. Typing

3. English Usage

2. shorthand

④ 4. Office Practice
(Electric typewriter, filing,
phone, Correspondence Manual,
proofreading, office protocol.)

STANDARD FORM 52
FORM 52-1 (Rev. 1-54)
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540
GSA GEN. REG. NO. 27

REQUEST FOR PERSONNEL ACTION

YOU FILLED TO
UNVOUCHERED

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

1. NAME (Mr., Mrs., Miss, One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. WOODS	20 Feb 58		16 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
Reassignment			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: Feb 25 1954	
FROM: Intell. Anal. 21-469.08 GS-1325, \$3410.00 p.a. GS-042.55-5 DDP/PI Records Integration STAFF DIV Processing & Records Branch Consolidation Section Washington, D.C.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	14. POSITION CLASSIFICATION ACTION 15. FIELD OR DEPARTMENTAL	
	16(FI) EFF 602.02-5 GS-0136.51-15, \$3410.00 p.a. DDP/PI Intelligence Division Positive Intelligence Branch Langley		

A. REMARKS (Use reverse if necessary)

Transfer to Unvouchered Funds from Vouchered Funds.

CONCUR

John M. Scott
CHIEF, RI

B. REQUESTED BY H. S. Clinkscale, Jr. Personnel Officer	D. REQUEST APPROVED BY Signature: Edward C. McManara Title: for FI/PO
C. FOR ADDITIONAL INFORMATION CALL (Area and telephone extension) Edward C. Clinkscale 15-1 25761	14. POSITION CLASSIFICATION ACTION NEW VILL I. A. REAL CD-FI
13. VETERAN PREFERENCE NONE WITH OTHER 5 PT. 10 POINT X UNSUB OTHER	15. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES
16. SEX M	17. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) 18. LEGAL RESIDENCE STATE: CLAIMED PROVED

21. STANDARD FORM 50 REMARKS

Eff. date okay
REL F.C. & FI
16 Apr 54
Case. 216720054
16 Apr 54

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL	Jm	29 Mar 54	
C. CLASSIFICATION			
D. PLACEMENT ON EMPL.	CD/Plen	25 Mar 54	
E.			
F. APPROVED BY	SECRET 27 Apr 1954		

STANDARD FORM 52 FOURTH EDITION, 1950 U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540 GSA GEN. REG. NO. 27 MAY 1950 EDITION REPLACES FORM 52, 1947 EDITION			
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) James S. Woods		2. DATE OF BIRTH 20 Feb 1928	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		4. DATE OF REQUEST 1 June 1953	
B. POSITION (Specify whether establish, change grade or title, etc.)		5. EFFECTIVE DATE A. PROPOSED: B. APPROVED: 7 June 53	
FROM: Intel. Anal. BV-469.08-4 GS-1332 \$3175.00 pa DDP/PI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL		TO: Intel. Anal. BV-469.08 GS-1332 \$3410.00 pa DDP/PI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL	
6. POSITION TITLE AND NUMBER			
7. SERVICE GRADE AND SALARY			
8. ORGANIZATIONAL DESIGNATION			
9. HEADQUARTERS			
10. FIELD OR DEPARTMENTAL			
A. REMARKS (Use reverse if necessary) 17 Aug Subject has been in grade since 21 April 1952.			
B. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RT		D. REQUEST APPROVED BY Signature: Edward C. McKinnon Title: Asst. Dir. PI/PO	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) 2510			
13. VETERAN PREFERENCE NONE ☐ WWI ☐ OTHER ☐ S. P. ☐ 10 POINT ☐ DISAB ☐ OTHER ☐		14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☐ REAL ☐ CD-FI	
15. SEX ☐	16. RACE ☐	17. APPROPRIATION FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)
		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY)	20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:
21. STANDARD FORM 50 REMARKS N			
22. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.		CCD	June
E.			
F. APPROVED BY Orville A. Dawson 4 June 1953			

Mr. James S. Woods

25

1 June 1953

Washington, D. C.
Intel. Anal.

FI/RI

GS-4
GS-5

BV-469.08
GS-4

BV-469.08
GS-5

High School Graduate, 2 years of Business College

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

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


Chief, RI

STANDARD FORM 52
PROPOSED BY THE
U. S. CIVIL SERVICE COMMISSION
DESIGNATION—PERSONNEL PERSONNEL
NAME, CHAPTER 2

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) James S. Woods	2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO.	4. DATE OF REQUEST 15 Apr 53
A. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		4. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 26 Apr 53 <i>Scha-</i>	

FROM— Mail & File Clerk EV-364.08 GS-4-305 \$3175.00 pa DDP/FI/RI Processing & Records Branch Consolidation Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL	8. POSITION TITLE AND NUMBER Intel. Anal. EV-469.08-4 9. SERVICE GRADE AND SALARY GS-4-132 \$3175.00 pa 10. ORGANIZATIONAL DESIGNATIONS DDP/FI/RI Processing & Records Branch Consolidation Section Washington, D.C. 11. HEADQUARTERS ☐ FIELD ☒ DEPARTMENTAL
--	---

A. REMARKS (Use reverse if necessary)
Position EV-364.08 has been deleted from the T/O.

B. REQUESTED BY (Name and title)
JOHN M. SCOTT, Chief, RI

C. REQUEST APPROVED BY

Signature *Edward C. McFarlane*

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Title *Asst. FI/PO*

13. VETERAN PREFERENCE

NONE	WWII	OTHER	S-P-T	15. POINT
				DICAB OTHER

14. POSITION CLASSIFICATION ACTION

FEW	VICE	L.A.	REAL
-----	------	------	------

15. SEX

16. RACE

17. APPROPRIATION

FROM:

TO:

11X21.00
2319-W
2319-20

18. SUBJECT TO C.S.
RETIREMENT ACT
(YES-NO)

19. DATE OF APPOINT-
MENT AFFIDAVIT
(ACCESSIONS ONLY)

20. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED
STATE:

21. STANDARD FORM 50 REMARKS

[Signature]

22. CLEARANCES

INITIAL OR SIGNATURE

DATE

REMARKS:

A.

B. CEN. OR POS. CONTROL

C. CLASSIFICATION

D. PLACEMENT OR EMPL.

E.

OCD *20 Apr 53*

F. APPROVED BY

Orville E. Dawson 20 Apr 1953

STANDARD FORM 52
FORMS ISSUED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950 - FEDERAL PERSONNEL
MANUAL, CHAPTER 20

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 68 and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) James S. Woods		2. DATE OF BIRTH 20 Feb 1928		3. REQUEST NO.		4. DATE OF REQUEST 2 March 53	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, expiration, etc.) Reassignment				6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY	
8. POSITION (Specify whether establish, change grade or title, etc.)				9. APPROVED: <i>15 March 53 - Jha</i>			
FROM: File Clerk BV-356 GS-4-305 \$3175.00 pa DD/P/PI/RI Processing & Records Branch File Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL		10. POSITION TITLE AND NUMBER 11. SERVICE, GRADE, AND SALARY 12. ORGANIZATIONAL DESIGNATIONS 13. HEADQUARTERS 14. FIELD OR DEPARTMENTAL		TO: Mail & File Clerk BV-364.08 GS-4-305 \$3175.00 pa DD/P/PI/RI Processing & Records Branch Consolidation Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL			
15. REMARKS (Use reverse if necessary) From BV-356 to BV-364.							
16. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RI				17. REQUEST APPROVED BY Signature: <i>Edward C. McNamee</i> Title: <i>for FI/DO</i>			
18. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)							
19. VETERAN PREFERENCE NONE ☐ WWI ☐ OTHER ☐ 10 POINT ☐ CHAS. OTHER				20. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L.A. ☐ REAL ☐			
21. SEX ☐ 22. RACE ☐		23. APPROPRIATION FROM: <i>11A 210</i> <i>2309-20</i> TO:		24. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		25. DATE OF APPOINTMENT AFFIDAVIT (ACCESSORS ONLY)	
26. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:							
27. STANDARD FORM 50 REMARKS							
28. CLEARANCES		INITIAL OR SIGNATURE		DATE		REMARKS	
A.							
B. CER. OR POS. CONTROL							
C. CLASSIFICATION							
D. PLACEMENT ON ENPL.							
E.							
29. APPROVED BY <i>James H. Prsu - 3/6/53</i>							

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME James S. Woods			REQUESTED EFFECTIVE DATE 17 Aug 52		
NATURE OF ACTION Promotion			WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM			TO		
TITLE File Clerk		X-39.04		File Clerk X-102.22	
GRADE AND SALARY GS-3-305 \$2950.00 per annum				GS-4-305 \$3175.00 per annum	
OFFICE OSO				OSO	
DIVISION RI				RI	
BRANCH AND SECTION Processing & Records Branch File Section				Analysis & Operations Branch Service & Correspondence Section	
OFFICIAL STATION Washington, D.C.				Washington, D.C.	
DEPARTMENTAL ☒ FIELD ☐				DEPARTMENTAL ☒ FIELD ☐	
REMARKS: From X-39.04 to X-102.22 Subject has been in grade since 21 April 1952. Approved: <i>John H. Scott</i> 31 July 52 Chief, RI					
RECOMMENDED: <i>4-25-52</i> SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR AGR. OFFICER					
FOR USE OF PERSONNEL ONLY					
PLACEMENT DATE QUALIFICATIONS APPROVED			TRANSACTIONS AND RECORDS APPROPRIATION: 11X2100 ALLOTMENT: 2309-00 C. S. AUTHORITY: <i>John A. B. 116</i> DATE SIGNATURE: 8-11-52 M. Leidy		
CLEARANCE REQUESTED DATE TYPE		CLEARANCE APPROVED DATE TYPE		PERSONNEL RELATIONS DATE SIGNATURE	
DATE SIGNATURE					
CLASSIFICATION BUREAU NO. G. S. C. NO. DATE APPROVED				APPROVALS DATE SIGNATURE OF EXECUTIVE	
NEW VICE I. A. REAL				DATE SIGNATURE OF DIVISION CHIEF	
EFFECTIVE DATE 8/13/52		SIGNATURE <i>Thomas M. Kuhn</i>		DATE 7 Aug 52	

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

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

File
WOODS, JAMES S.

(NAME OF EMPLOYEE)

NOTE

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

FOLD HERE FOR MAILING
IN WINDOW ENVELOPE

16-51934-1

22. Return to: EMPLOYING ORGANIZATION

FORWARD OFFICIAL PERSONNEL FOLDER TO
R. H. J. HUGHES,
CENTRAL INTELLIGENCE AGENCY
2425 E STREET, N.W.
WASHINGTON 25, D.C.

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

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

JAMES S. Woods
(NAME OF EMPLOYEE)

NOTE

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

FOLD HERE FOR MAILING
IN WINDOW ENVELOPE

16-51934-2 apr 52

Return to: EMPLOYING ORGANIZATION

George E. Meloon
2430 E Street N.W.
Washington D.C.

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

115 P.S.L.

ENTRANCE ON DUTY NOTICE	
1. TO OSO NY	2. DATE 22 April 1952
Notice of Final Processing of Applicant for Entrance on Duty	
3. NAME JEROME E. Woods	4. ENTRANCE SALARY \$2950.00
5. TITLE T - File Clerk	6. GRADE GS - 3
The applicant named in item 3 above meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office. Full - 26 April 1952 Loc. - 23 April at 3:00 P.M. POSTED APR 30 1952 Frank G. Jarman PERSONNEL OFFICER	

FORM NO. 37-114
JAN 1952

(4)

Date

APR 4 1952

MR. JAMES WOODS
3605 MINN. AVE, SE
CITY

Dear MR WOODS,

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

Please advise Mrs. Brown, 2430 "B" Street, N. W., by telephone, Executive 6115, Extension 3693 of your exact reporting date.

Sincerely yours,

EJS APR 4 - 1952
FRANK S. JAREMA
Personal Division

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

Subject will EOD 21 Apr 52 - New W/Treasury

SUBJECT WILL NOT EOD; (reason)

Release - returned

Not met
4/8

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

22 March 1952

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

Dear Mr. Woods:

In reference to your application for employment, this letter is to assure you that the processing of your papers as a GS-3, \$ 2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

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

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

Your continued interest and patience are appreciated.

Very truly yours,

FRANK C. JAMES
Personnel Division

OUTGOING CLASSIFIED MESSAGE

PAGE NO

CENTRAL INTELLIGENCE AGENCY

DATE: 5 Mar 52	ROUTINE ☐	PRIORITY ☐	URGENT ☐
FROM: PDC	(ORIGINATING OFFICER)		(PHONE EXTENSION)
TRANSMIT TO: MR. JAMES WOODS 2817 CONNECTICUT AVE., N. W. WASHINGTON, D. C.	<i>see new address on route sheet</i> (CLASSIFICATION)		

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

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

*Is now a
98-3 (see last PHS)
won't take a 98-2.
for
8 March*

F. L. G. (ama)
FRANK G. JAREMA

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.

WASHINGTON 25, D. C.

20 February 1952
In reply refer to ED-4

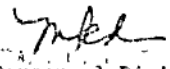
Mr. James Woods
2317 Conn. Avenue N. W.
Washington D. C.

Dear Mr. Woods:

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

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

Very truly yours,


Personnel Division

Enclosure

2 37-92
1 Appand
1 CUS

Please forward three passport size photographs at your earliest convenience.

m d

CERTIFICATE OF ATTENDANCE

I certify that on APR 28 1952 I have attended
the Agency Indoctrination Course specified by Regulation
25-1.

James S. Woods
(NAME)
Woods

U.S. 30 15 US 11.25

FORM NO. 51-121
DEC 1951

161

384

FORM NO. 37-115
MAY 1950

*File
W.D.*

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

Request that above named subject be given a physical examination.

POSITION: File Clerk

GRADE: GS - 3

BRANCH: CSO RI

SERVICE: DEPT.

NATURE OF APPOINTMENT: EXC.

OK
W.D.
JEDDY DACEY
ILLG.

FORM NO. 37-115
MAY 1950

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME James S. Woods		REQUESTED EFFECTIVE DATE APR 21 1952		
NATURE OF ACTION Excepted Appointment		WHEN ISSUED (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM		TO		
TITLE		File Clerk L-39.04 - 1		
GRADE AND SALARY		GS-305-3 \$2950.00		
OFFICE		OSO		
DIVISION		RI		
BRANCH AND SECTION		Processing and Records Branch File Section		
OFFICIAL STATION		Washington, D.C.		
DEPARTMENTAL ☐ FIELD ☐		DEPARTMENTAL ☒ FIELD ☐		
REMARKS: (To P-39.04) gw Approved: John H. Scott Chief, RI 15 FEB 1952 # 57 In State 428-52 15 Feb 52 Signature of Office Chief (Division Chief or Non-Officer) James S. Woods				
FOR USE OF PERSONNEL ONLY				
PLACEMENT DATE QUALIFICATIONS APPROVED James H. Powell		TRANSACTIONS AND RECORDS APPROPRIATION 2123400 ALLOTMENT 3000 C & C AUTHORITY Sch AC. 116 (8)		
CLEARANCE REQUESTED DATE TYPE DATE TYPE		CLEARANCE APPROVED DATE TYPE DATE TYPE		
DATE SIGNATURE		DATE SIGNATURE 21 Apr 52 Marjorie P. O'Leary		
CLASSIFICATION BUREAU NO. C & C NO. DATE APPROVED		PERSONNEL STEWARDS DATE SIGNATURE Apr 2		
FLW VICE L.A. REAL		APPROVALS DATE SIGNATURE OF AUTHORITY Apr 52 R. B. Boudhart		
DATE SIGNATURE 27 Feb Wingard P. Boudhart		EFFECTIVE DATE		

REQUEST FOR SECURITY CLEARANCE				REQUEST NO.	
				H-2007A	
				DATE	
				10 FEB 52	
FULL NAME (Last)		FIRST		YEAR OF BIRTH	
WOLFE, JAMES		CATHYR		1928	
POSITION TITLE				GRADE	
FILE CLERK				GS-3	
LOCATION (OFFICE)		CODE		DIVISION	
WFO				SEC. SEC	
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)					
A. H. D.C.					
TYPE OF EMPLOYEE					
1. ☒ REGULAR 2. ☐ CONTACT 3. ☐ CONSULTANT 4. ☐ MILITARY					
5. ☐ OTHERS					
FUNDS					
☒ VOUCHERED ☐ UNVOUCHERED					
TYPE(S) OF SECURITY CLEARANCE REQUESTED					
☒ PROVISIONAL FOR: (show name of pool or group)					
☒ SECRET					
☒ FULL					
☐ WAIVER					
D ST. POOL					
AVAILABILITY DATE (Mo-No-Yr)		EST. CLEARANCE DATE (Mo-No-Yr)		RECRUITMENT SOURCE	
				CODE	
				01	
SEX AND VETERAN STATUS					
1. ☒ M-V 2. ☐ M-NV 3. ☐ F-V 4. ☐ F-NV					
REMARKS:					
SECURITY INITIATED BY NORTH. SUSPENDED ACTION OF 1/5/52. CHAMBER OF OFFICE, DIVISION 2 BRANCH.					
Attachments:					
FIS					
Append. I					
Photos.					
				FRANK O. JAMES	
				SIGNATURE	
				DIVISION	

Office Memorandum • UNITED STATES GOVERNMENT

TO :

Jarema

DATE: 8 Feb. 1952

FROM :

SUBJECT: WOODS, JAMES

In Process as GS2 Clerk. He wants accounting clerk eventually, but there are no openings at present, & we have two other - better qualified - accounting clerks in process in reserve at present.

Possibility for microfilm trainee?

W. H. Langford

P.O.
12-26

MP

2817 Conn. Ave. N.W.

January 12, 1952

Dear Sir:

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

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

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

Sincerely yours,

James Shields

REQUEST FOR SECURITY CLEARANCE				REQUEST NO.	
				DATE 11-2007	
FULL NAME (Last)		(First)		(Middle)	
WOODS		JAMES		CAUTER	
POSITION TITLE		GRADE		YEAR	
1000		1000		1000	
LOCATION (OFFICE)		CODE	DIVISION	CODE	BRANCH
Personnel			Personnel (0)		Personnel Pool
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)					
Washington, D. C.					
TYPE OF EMPLOYEE 1. ☒ REGULAR 2. ☐ CONTACT 3. ☐ CONSULTANT 4. ☐ MILITARY					
5. ☐ OTHER:					
FUNDS ☐ VOUCHERED ☐ UNVOUCHERED					
TYPE(S) OF SECURITY CLEARANCE REQUESTED					
☒ PROVISIONAL FOR: (Show name of pool or group)					
D. Street Pool					
☐ SECRET					
☐ FULL					
☐ WAIVER					
AVAILABILITY DATE (Mo-No-Yr)		EST. CLEARANCE DATE (Mo-Yr)		RECRUITMENT SOURCE	
				CODE	
				01	
SEX AND VETERAN STATUS 1. ☐ M-V 2. ☒ M-NV 3. ☐ F-V 4. ☐ F-NV					
REMARKS:					
Moria 1-17-52					
Attachments: PHS Append, I Photos. JOSEPH D. RAGAN <i>co</i> Chief, Personnel Division DIVISION					

5 January 1952

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

Dear Mr. Woods:

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

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

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

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

Very truly yours,

Joseph E. Ragan *JER*
Chief, Personnel Division

REQUEST FOR SECURITY CLEARANCE				SECURITY INFORMATION		REQUEST NO.	DATE
FULL NAME (Last) (First) (Middle)				YEAR OF BIRTH			
WOODS, JAMES SAUVIE				1928			
POSITION TITLE				GRADE		CODE	
CLERK				GS 2			
LOCATION (OFFICE)		CODE	DIVISION	CODE	BRANCH	CODE	
POOL							
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)							
TYPE OF EMPLOYEE 1. ☒ REGULAR 2. ☐ CONTACT 3. ☐ CONSULTANT 4. ☐ MILITARY							
5. ☐ OTHER:							
FUNDS: ☒ VOUCHERED ☐ UNVOUCHERED							
TYPE(S) OF SECURITY CLEARANCE REQUESTED							
☒ PROVISIONAL FOR: (show name of pool or group)							
☒ SECRET							
☒ FULL							
☐ WAIVER							
AVAILABILITY DATE (dd-mo-yr)		EST. CLEARANCE DATE (mo-yr)		RECRUITMENT SOURCE		CODE	
1/5						01	
SEX AND VETERAN STATUS		1. ☒ M-V 2. ☐ M-NV		3. ☐ F-V 4. ☐ F-NV			
REMARKS:							
89 to Med. Sec 1/5 Attachments: FHS Append, I Photos. CONFIDENTIAL UNITY INFORMATION SIGNATURE: [Signature] DIVISION:							

Office Memorandum • UNITED STATES GOVERNMENT

TO : File

DATE: 3 January 1952

FROM :

SUBJECT: James S. Woods

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

L. E. BLAIS

CONFIDENTIAL

REPORT OF INTERVIEW		THIS DATE 18 Dec. 51
NAME James Savvie Woods		REFERRED BY
HOME ADDRESS 2817 Conn. Ave., N. W. Wash., D. C.		TELEPHONE AD 8130
BUSINESS ADDRESS Treasury		TELEPHONE EX 6400 x2612
DATE OF BIRTH 2:20:1928	PLACE OF BIRTH Forest River, N. D.	CITIZENSHIP (HOW ACQUIRED) US
NAME OF SPOUSE none - no expectations		
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)
SALARY REQUESTED GS-2	NO. OF DEPENDENTS none	INTERVIEWER WM. J. BINGHAM
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)		
Hadlich's Bus. Sch. Diploma in fr. accounting		
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)		
Present - Treasury Dept. I/A attached		
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)		
Oct 3, 1946 Apr 12, 1948		
Oct 19, 1950 Aug 7, 1951		
Pfc (Infantry)		

CONFIDENTIAL

AREA KNOWLEDGE (RESIDENCE OR STUDY)

Japan, Korea (US Army) No 10-9

LANGUAGE FACILITY

None

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

A CLEAN CUT, BRIGHT EYED, EAGER YOUNGSTER, VERY AMBITIOUS BUT HAS HAD LIMITED EXPERIENCE. HE WOULD LIKE TO GET INTO ACCOUNTING, BUT HE HAS HAD ONLY BASIC ACCOUNTING AND HAS NEVER HAD A JOB IN ACCOUNTING TO TEST HIM. HE IS WILLING TO TAKE A CLERK JOB IF HE WILL GET A CLEARANCE AT ACCOUNTING. WILL GO O/S. FEELS HE IS BLOCKED IN HIS JOB IN TREASURY DEPT. SINCE HE WILL COME AS A GS-2, I WOULD TAKE A CHANCE ON HQ HIM IF HIS TESTS SHOW ANYTHING ENCOURAGING. HE EXPECTS TO ENTER STRAYERS COLLEGE OF ACCOUNTING (NIGHT) IN FEBRUARY. DOES NOT DESIRE POOL. SUGGEST MISS MC KENNEY LOOK HIM OVER. FORMS ATTACHED. HAS BEEN SCHEDULED FOR GS-1 CLERK-ACCT. TEST ON 20 DECEMBER.

FORMS GIVEN:

☐ PHS

☐ MEDICAL

☐ RESERVE

WILLIAM J. BINGHAM

SIGNATURE OF INTERVIEWER

CONFIDENTIAL

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

DEC 3 1951

SUBJECT: Availability of James S. Woods

1. This is to advise you that no objection is interposed to your consideration of the application for employment of the above-named individual who is presently employed by this office.

2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his ~~transfer~~ release.

J. S. Webb
(Signature)

Acting Personnel Officer
(Title)

Bureau of Accounts
Treasury Department
(Agency)

Contact for Further Information:

Frances C. Murphy
(Name) Employee Relations Officer

Code 172, Extension 2628
(Telephone)

SECRET

REPRODUCTION MASTERS

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BIOGRAPHY

BIOGRAPHIC PROFILE

SECRET

Handle With Care

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE 12 May 1975	FILE NO. 2542
TO: (Check)	☒ CHIEF, CONTROL DIVISION, CP	CS NUMBER 502-16-6806	
	☐ CHIEF, CONTRACT PERSONNEL DIVISION, CP	EMPLOYEE NUMBER 010032	
	☒ CHIEF, OPERATING COMPONENT (For action) CCS	ID CARD NUMBER	
ATTN:	CHIEF ADMIN STAFF	OFFICIAL COVER	☐ ESTABLISHED ☒ DISCONTINUED
REF:	VERBAL REQUEST		
SUBJECT	WOODS, James S.	UNIT	
KEEP ON TOP OF FILE WHILE COVER IN EFFECT			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS	
☐ BASIC COVER PROVIDED EFFECTIVE DATE _____		EFFECTIVE DATE: EOB	
☐ OPERATIONAL COVER PROVIDED FOR _____ TDY _____ OTHER (Specify) _____		☒ SUBMIT FORM 3254 CIA W-2 TO BE ISSUED. (HNB 20-11)	
☒ SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HNB 20-7)		☒ SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HNB 20-7)	
☒ SUBMIT FORM 3254 THIS MEMO MUST REMAIN ON TOP OF FILE (HNB 20-11)		☒ EAA: CATEGORY I ☒ CATEGORY II	
☒ SUBMIT FORM 1322 FOR ANY CHANGE IN COVER. (HR 240-2*)		☒ RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
☒ SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2*)		☒ DO NOT WRITE IN THIS SPACE	
EAA: CATEGORY I		CATEGORY II	
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY			
Apr52-Aug54 HQS/Overt Aug54-Nov56 Korea and Japan/DAC Nov56-Aug57 HQS/Overt Aug57-Feb59 Philippines/DAEC Feb59-Mar61 HQS/DAEC Mar61-Jan67 Japan/DAC Jan67-Oct68 HQS/STATE-NOM Oct68-Nov70 London/DAC Nov70-Jun71 HQS/DAC Jun71-Aug73 Rome-STATE-NOM			
Aug73 Present Overt COPY 1 - CD OR CPU COPY 2 - OPERATING COMPONENT COPY 3 - OS/SPACED COPY 4 - OC-DO/TED COPY 5 - CFS-FILE		EDF:JP G. A. Ch... CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF	

FORM 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY 67622

(12-20-43)

SECRET

NOTIFICATION OF ASSIGNMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		FILE NO.
TO: (Check)	CHIEF, CONTROL DIVISION, OP	SS NUMBER
	CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER
	CHIEF, OPERATING COMPONENT (For action)	IO CARD NUMBER
ATTN:	OFFICIAL COVER	ESTABLISHED
REF:		DISCONTINUED
SUBJECT		UNIT
KEEP ON TOP OF FILE WHILE COVER IN EFFECT		
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS
☐ BASIC COVER PROVIDED EFFECTIVE DATE _____		EFFECTIVE DATE: _____
☐ OPERATIONAL COVER PROVIDED FOR _____ TO _____		SUBMIT FORM 3254 W-2 TO BE ISSUED (NR 20-11)
SUBMIT FORM 642 FOR ANY CHANGE AFFECTING THIS LIMITATION CATEGORY TO CATEGORY I (NR 20-7)		SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (NR 240-20)
SUBMIT FORM 3254 TO BE ISSUED. (NR 20-11)		SUBMIT FORM 2688 FOR HOSPITALIZATION CARD.
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (NR 240-20)		DO NOT WRITE IN THIS BLOCK
EAA, CATEGORY I		CATEGORY II
SUBMIT FORM 2688 FOR HOSPITALIZATION CARD		
PRIMARYS AND/OR COVER HISTORY		
DISTRIBUTION: COPY 1 - CD OR CPO COPY 2 - OPERATING COMPONENT COPY 3 - OS/SHACO COPY 4 - GL/TFB COPY 5 - CCS-FILE		<i>Janice A. Franklin</i> CHIEF, OFFICIAL COVER; CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

13. IMPDET CL. 07 007622

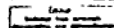
613-80-481

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DATE 10 May 1971	
TO: (Check)	☒	CHIEF, CONTROL DIVISION	FILE NUMBER 2542	
	☐	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 010032	
	☒	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	
ATTN: EUR/Chief Support Staff		OFFICIAL COVER	☒	BACKSTOP ESTABLISHED
REF: Form 1413 dated 6 May 1971				DISCONTINUED
SUBJECT WOODS, James S.		UNIT Department of State		
KEEP ON TOP OF FILE WHILE COVER IN EFFECT				
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)			CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE _____			DATE _____	
B. CONTINUING AS OF From EOD				
☒	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)	
☒	ASCERTAIN THAT <u>State</u> W-2 BEING ISSUED. (HRB 20-11)		RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
☒	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-20)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
☒	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-20)			
	SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY				
Apr 52 - Aug 54 - Headquarters - Overt Aug 54 - Nov 56 - Korea/Japan - DAC Nov 56 - Aug 57 - Headquarters - Overt Aug 57 - Feb 59 - Philippines - DAFC Feb 59 - Mar 61 - Headquarters - DAFC Mar 61 - Jan 67 - Japan - DAC Jan 67 - Oct 68 - Headquarters - Nom State Oct 68 - Nov 70 - London - DAC Nov 70 - June 71 - Headquarters - DAC June 71 - Rome - Nom State				
DISTRIBUTION: COPY 1 - CD COPY 2 - OPERATING COMPONENT COPY 3 - O/OB COPY 4 - OL/TELETYPE COPY 5 - BV COPY 6 - CCS - FILE		RF:km  CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF		

FORM 1551 USE PREVIOUS EDITION
12-70

SECRET



(13-20-43)

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE 12 November 1970
TO: (Check)	☒ CHIEF, RECORDS AND CONTROL	FILE NUMBER 9542
	☐ CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 16032
	☒ CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER 740-542
ATTN: EME/ Chief Support Staff		OFFICIAL COVER ☒ BACKSTOP ESTABLISHED
REF: Form 1322		☐ DISCONTINUED
SUBJECT: WOODS, James S.		UNIT: Records Analysis Group

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OCS 20-200-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OCS 20-200-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (as of COB) _____	
B. CONTINUING AS OF COB Aug 57			
☒	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RNS 20-7)	☐	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RNS 20-7)
☒	ASCERTAIN THAT Army W-2 BEING ISSUED. (RNS 20-11)	☐	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
☒	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-3a)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
☒	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-3a)		
☐	SUBMIT FORM 2688 ☒ FOR HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY

Apr 52-Aug 54 Hqs Overt
 Aug 54-Nov 56 Korea and Japan DAC
 Nov 56-Aug 57 Hqs Overt
 Aug 57-Feb 59 Philippines DAPC
 Feb 59-Mar 61 Hqs DAPC
 Mar 61-Sep 64 Japan DAC and DAPC
 Sep 64-Jan 67 Hqs State Mon
 Jan 67-Oct 68 Vietnam State Mon
 Oct 68-Nov 70 England DAC
 Nov 70 Hqs DAC

DISTRIBUTION: COPY 1 - HQ
 COPY 2 - OPERATING COMPONENT
 COPY 3 - PL/RELOC
 COPY 4 - CTS - AMEMB
 COPY 5 - CTS - TTS

HC
 HC/pt

James H. Franklin

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 1551

SECRET

112 20-431

SECRET

6 Mar 59

File: 2542

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

SUBJECT: James Savvie WOODS

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

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

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

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

cc: SSD/OG

SECRET
REMAIN
FORM 1580a
UN FILE

(4-13-40)

SECRET

DEC 5 1956
(Date)

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

THROUGH : Security Support Division
Office of Security

SUBJECT : James S. WOODS

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a _____ day TDY trip.

2. Effective this date, it is requested that your records be properly ~~XXXXXX~~ (re-opened) to ~~XXXX~~ (acknowledge) subject's current Agency employment by an external inquirer.

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

CC: SSD/CS

THIS INFO MUST REMAIN
ON TOP OF FILE
SECRET

JP
12-11-56

SECRET
(When Filled In)

unable to locate

RMR 080878

NOTIFICATION OF PERSONNEL ACTION

OFF

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY)		4. EFFECTIVE DATE 08 04 78	
5. CATEGORY OF EMPLOYMENT REGULAR		6. CSC OR OTHER LEGAL AUTHORITY	
7. FUNDS V TO V CF TO V		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE RECORDS ADMIN OFF NE		12. POSITION NUMBER CG45	
13. CLASSIFICATION SCHEDULE (GS, WS, etc.) GS		14. OCCUPATIONAL SERIES 0344.01	
15. GRADE AND STEP 13 2		16. SALARY OR RATE 26889	
17. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGRITY CODE		24. MONTH CODE		25. DATE OF 5-RTH MO DA YR 02 20 78		26. DATE OF GRADE MO DA YR		27. DATE OF LEL MO DA YR	
28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE CSC CIA AFA NONI		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE TYPE		32. CORRECTION/CONCILIATION DATA MO DA YR		33. SECURITY REQ NO		34. SEX		35. VET PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT		36. SERV COMP DATE MO DA YR	
37. LONG COMP DATE MO DA YR		38. CAREER CATEGORY CAR BRV CCGA PROV BRV		39. FROM HEALTH INSURANCE CODE 0 - NONE 1 - YES		40. SOCIAL SECURITY NO		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE MORE THAN 3 YRS		42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO			

SIGNATURE OR OTHER AUTHENTICATION

JLS

tee

SECRET
(When Filled In)

153078

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE MO DA YR 04 09 78	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	7. V TO V CF TO V	7. PAN AND NSCA 8026 3430 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION NUMBER RECORDS ADMIN OFF NE		12. POSITION NUMBER C045	13. SERVICE DESIGNATION DCC
14. CLASSIFICATION SCHEDULE (GS, WG, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 13 2	17. SALARY OR RATE 26889
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODES NUMBER AUTOMATIC 53740 IMS 75013	22. STATION CODE 75013
23. INTEGRITY CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 02 20 28	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. DATE OF BIRTH MO DA YR	29. DATE OF GRADE MO DA YR	30. DATE OF LEI MO DA YR
31. VET PREFERENCE	32. SERV COMP DATE	33. LONG COMP DATE	34. CARRIER CATEGORY
35. PREVIOUS CIVILIAN GOVERNMENT SERVICE	36. LEAVE CAT CODE	37. FEDERAL TAX DATA	38. STATE TAX DATA
39. FORM EXECUTED	40. TAX EXEMPTIONS	41. FORM EXECUTED	42. TAX EXEMPTIONS
SIGNATURE OR OTHER AUTHENTICATION			
FROM: NE			

FORM 1141
5-74 MAY 10-78

Use Previous
Edition

SECRET

GPO: 1977 O-370-022 (4-77)

SECRET
(When Filled In)

OCF

R

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S																																					
3. NATURE OF PERSONNEL ACTION PROMOTION		4. EFFECTIVE DATE MO DA YR 03 12 78	5. CATEGORY OF EMPLOYMENT REGULAR																																				
6. FUNDS	V TO V CF TO V	V TO CF CF TO CF	7. PAY AND NSCA 8033 4800 0000																																				
8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J																																							
9. ORGANIZATIONAL DESIGNATIONS DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF		10. LOCATION OF OFFICIAL STATION WASH., D.C.																																					
11. POSITION TITLE RECORDS ADMIN OFF		12. POSITION NUMBER CG45	13. SERVICE DESIGNATION DCC																																				
14. CLASSIFICATION SCHEDULE (GS, WO, etc) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 13 2	17. SALARY OR RATE 26889																																				
18. REMARKS																																							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL <table border="1"> <tr> <td>19. ACTION CODE</td> <td>20. EMPLOY CODE</td> <td>21. OFFICE CODING NUMERIC ALPHABETIC 45075 NE</td> <td>22. STATION CODE 75013</td> <td>23. INTEGRITY CODE</td> <td>24. HOURS CODE 1</td> <td>25. DATE OF BIRTH MO DA YR 03 20 28</td> <td>26. DATE OF GRADE MO DA YR 03 13 78</td> <td>27. DATE OF LEI MO DA YR 03 13 78</td> </tr> <tr> <td>28. DATE EXPIRES MO DA YR</td> <td>29. SPECIAL REFERENCE</td> <td>30. RETIREMENT DATA 1. CSC 2. C/A 3. FCA 4. NONE</td> <td>31. SEPARATION DATA CODE</td> <td>32. CORRECTION/COMPLETION DATA TYPE MO DA YR</td> <td colspan="2">33. SECURITY REQ NO</td> <td>34. SEX</td> <td></td> </tr> <tr> <td>35. VET PREFERENCE CODE 0 NONE 1 5 YR 2 10 YR</td> <td>36. SERV COMP DATE MO DA YR</td> <td>37. LONG COMP DATE MO DA YR</td> <td>38. CAREER CATEGORY CODE 0 BSY 1 PROJ 2 UWP</td> <td>39. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO</td> <td>40. HEALTH INSURANCE CODE 0 WAKER 1. YES</td> <td>41. SOCIAL SECURITY NO</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE LESS THAN 3 YRS 3. BREAK IN SERVICE MORE THAN 3 YRS</td> <td>43. HEAVY CAT CODE</td> <td colspan="2">44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO</td> <td>45. CODE</td> <td>46. TAX EXEMPT</td> <td>47. STATE CODE</td> <td></td> </tr> </table>				19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC 45075 NE	22. STATION CODE 75013	23. INTEGRITY CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 03 20 28	26. DATE OF GRADE MO DA YR 03 13 78	27. DATE OF LEI MO DA YR 03 13 78	28. DATE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. C/A 3. FCA 4. NONE	31. SEPARATION DATA CODE	32. CORRECTION/COMPLETION DATA TYPE MO DA YR	33. SECURITY REQ NO		34. SEX		35. VET PREFERENCE CODE 0 NONE 1 5 YR 2 10 YR	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CODE 0 BSY 1 PROJ 2 UWP	39. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	40. HEALTH INSURANCE CODE 0 WAKER 1. YES	41. SOCIAL SECURITY NO			42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE LESS THAN 3 YRS 3. BREAK IN SERVICE MORE THAN 3 YRS		43. HEAVY CAT CODE	44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO		45. CODE	46. TAX EXEMPT	47. STATE CODE	
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC 45075 NE	22. STATION CODE 75013	23. INTEGRITY CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 03 20 28	26. DATE OF GRADE MO DA YR 03 13 78	27. DATE OF LEI MO DA YR 03 13 78																															
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SIGNATURE OR OTHER AUTHENTICATION MAILED 22 APR 1978 <i>[Signature]</i>																																							

1 SERIAL NO 2 NAME 3 ORGANIZATION 4 FUNDS 5 LWOP HOURS

010032 JAMES J. JAMES

6 OLD SALARY RATE 7 NEW SALARY RATE 8 TYPE ACTION

Grade	Step	Salary	Last EH Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
12	5	24070	11/23/75	12	5	24799	11/20/77			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE *Auth* DATE 15 Sept 1977

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS *PR*

FORM 10-73 560E the previous editions PAY CHANGE NOTIFICATION (4 51)

NOV 13 3 58 PM '77

LJF 110977

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO DA YR 07 11 77	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V	V TO CF	7. PAN AND NSCA 3033 4801 0000 50 USC 403 J
	CF TO V	CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE RECORDS ADMIN OFF		12. POSITION NUMBER CG45	13. SERVICE DESIGNATION DCC
14. CLASSIFICATION SCHEDULE (GS, WO, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE 24070

18. REMARKS
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 10/09/77.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMBER 48075 ALPHABETIC NE	22. STATION CODE 75013	23. INTEROFFICE CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 02 20 28	26. DATE OF GRADE MO DA YR	27. DATE OF LET MO DA YR
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1. CMC 2. CMC 3. CMC NOTE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. Cancellation Cancellation Data TYPE	33. SECURITY REQ. NO.		34. SEX	
35. VET PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CAR - BRIV BROV - IMP	39. PROLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO					

FROM: CCS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

NOV 18 1977

14-00000
All

L20 100 045

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

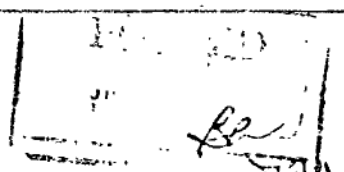
EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
WOODS JAMES S	0010032	CCS	GS 12 4	\$24,070

15648

KKK: 22 JULY 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT - CHANGE OF HOME BASE						07 13 76		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. PAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
				CF TO V		CF TO CF		T230 0118 0002		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDO/CCS REGISTRY						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
RECORDS ADMIN OFF CH						BL 44		DCC			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0344.01		12 4		21324			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. INDEX CODE	
37		10		39115 CCS		75013		1		02 20 28	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET		28. DATE OF DEATH		29. DATE OF RESIGNATION		30. DATE OF RETIREMENT	
02 20 28											
31. DATE EXPIRES		32. SPECIAL REFERENCE		33. RETIREMENT DATA		34. SEPARATION DATA CODE		35. CORRECTION / CONSTITUTION DATA		36. SECURITY REQ NO	
										EOD DATA	
37. VET PREFERENCE		38. SERV COMP DATE		39. LONG COMP DATE		40. CAREER CATEGORY		41. FEGLI - HEALTH INSURANCE		42. SOCIAL SECURITY NO.	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE				44. LEAVE CAT CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
											

AEO:13 AUG 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER 010032		2. NAME (LAST FIRST-MIDDLE) WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION CHANGE OF FAN					4. EFFECTIVE DATE 08 09 76		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS X		V TO V		V TO CF		7. PAN AND NSCA T230 0130 0002		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDO/GCS REGISTRY					10. LOCATION OF OFFICIAL STATION WASH., D.C.				
11. POSITION TITLE RECORDS ADMIN OFF CH					12. POSITION NUMBER BL44		13. SERVICE DESIGNATION DCC		
14. CLASSIFICATION SCHEDULE (GS, 18, etc.) GS			15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 12 4		17. SALARY OR RATE 21324		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 37		20. EMPLOY CODE 10		21. OFFICE CODING 39115 CCS		22. STAT. CODE 73013		23. INTEREST CODE 1	
24. DATE OF BIRTH 02 20 22		25. DATE OF GRADE NO DA YE		26. DATE OF LEL NO DA YE		27. DATE OF LEL NO DA YE		28. DATE OF LEL NO DA YE	
29. SPECIAL REFERENCE NO DA YE		30. RETIREMENT DATA 1 CSC 2 CUB 3 FICA 4 SOCIAL		31. SEPARATION DATA CODE 1 YES 2 NO		32. CONTINUATION OF SERVICE 1 YES 2 NO		33. SECURITY REG NO. EOD DATA	
34. PREFERENCE 1 YES 2 NO		35. SERV COMP DATE NO DA YE		36. LONG COMP DATE NO DA YE		37. CASPER CATEGORY 1 YES 2 NO		38. HEALTH INSURANCE 1 YES 2 NO	
39. SOCIAL SECURITY NO.		40. SOCIAL SECURITY NO.		41. SOCIAL SECURITY NO.		42. SOCIAL SECURITY NO.		43. SOCIAL SECURITY NO.	
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1 NO PREVIOUS SERVICE 2 NO SERA IN SERVICE 3 SERA IN SERVICE (FROM 1 YES) 4 SERA IN SERVICE (FROM 2 YES)		45. LEAVE CAT CODE		46. FEDERAL TAX DATA 1 YES 2 NO		47. STATE TAX DATA 1 YES 2 NO		48. STATE TAX DATA 1 YES 2 NO	
SIGNATURE OR OTHER AUTHENTICATION									
POSTED AUG 1976									

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER 010052		2. NAME (LAST FIRST MIDDLE) WILDS JAMES S			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE MO DA YR 01 23 76		5. CATEGORY OF EMPLOYMENT
6. FUNDS	A	V TO V		V TO CF	7. FAN AND NSCA 6230 0118 0002
		CF TO V		CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS			10. LOCATION OF OFFICIAL STATION WASH., D.C.		
11. POSITION TITLE RECORDS ADMIN OF CH			12. POSITION NUMBER 6144		13. CAREER SERVICE DESIGNATION DAC
14. CLASSIFICATION SCHEDULE (GS, LB, etc) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 12	
17. SALARY OR RATE					
18. REMARKS					
SIGNATURE OR OTHER AUTHENTICATION					
30 					

010032		JAMES S WOODS		39 115		V		GS 12 3		20,678	
OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	SI	ADJ		
GS 12	3	20,678	11/24/74	GS 12	4	21,324	11/23/75				
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE											
SIGNATURE <i>Cell Cell</i>								DATE 12 Sept 1975			
☒ NO EXCESS LWOP ☒ IN PAY STATUS AT END OF WAITING PERIOD ☐ LWOP STATUS AT END OF WAITING PERIOD											
CLERKS INITIALS <i>Woods James S</i>											
FORM 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)											

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

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

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

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

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						11 24 74		REGULAR			
FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
X						5230 0121 0002		50 USC 403			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDC/CCS REGISTRY						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
RECORDS ADMIN. GE. CH.						0001		DAC			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0344.01		12 3		19093			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LST
22	10	NUMERIC ALPHABETIC 00115 CCG		75043		1	02 29 28		11 24 74		11 24 74
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction / Cancellation Data		33. SECURITY REQ NO	
NO DA YE		1. CSC 2. CIA 3. TCA 4. NONE		CODE		TYPE		NO DA YE		EOD DATA	
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. PEGU / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE 0 - NONE 1 - 5 PT 2 - 10 PT		MO DA YE		MO DA YE		CNA BIV CODE CODE 0 - WANDER 1 - YES		HEALTH INS CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						FORM EXECUTED 1 - YES 2 - NO		FORM EXECUTED 1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION											
POSTED DEC 3 1974 											

BBG: 19 SEPT 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3 NATURE OF PERSONNEL ACTION						4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT			
REASSIGNMENT, TRANSFER TO VOUCHERED FUNDS AND DELEGATION OF NSCA						09 19 73		REGULAR			
6 FUNDS		7 TO V		8 TO CF		9 FAN AND NSCA		10 CSC OR OTHER LEGAL AUTHORITY			
X		CF TO V		CF TO CF		4230 0121 0002		50 USC 403 J			
9 ORGANIZATIONAL DESIGNATIONS						10 LOCATION OF OFFICIAL STATION					
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC						WASH., D.C.					
11 POSITION TITLE						12 POSITION NUMBER		13 SERVICE DESIGNATION			
RECORDS ADMIN OF CH						0061		D			
14 CLASSIFICATION SCHEDULE (See 15-106)				15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE			
GS				0344.01		11 6		16326			
18 REMARKS											
W-2 INFO: CIA											
HOME BASE: SS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19 ACTION CODE		20 EMPLOY CODE		21 OFFICE CODE		22 STATION CODE		23 INTEGRITY CODE		24 RESIDENCE CODE	
16		10		35100		CCS		75013		1	
25 DATE OF BIRTH		26 DATE OF GRADE		27 DATE OF LET		28 DATE OF BIRTH		29 DATE OF GRADE		30 DATE OF LET	
02 29 29						02 29 29					
31 DATE OF BIRTH		32 DATE OF GRADE		33 DATE OF LET		34 DATE OF BIRTH		35 DATE OF GRADE		36 DATE OF LET	
XX XX XX											
37 DATE OF BIRTH		38 DATE OF GRADE		39 DATE OF LET		40 DATE OF BIRTH		41 DATE OF GRADE		42 DATE OF LET	
XX XX XX											
43 DATE OF BIRTH		44 DATE OF GRADE		45 DATE OF LET		46 DATE OF BIRTH		47 DATE OF GRADE		48 DATE OF LET	
XX XX XX											
49 DATE OF BIRTH		50 DATE OF GRADE		51 DATE OF LET		52 DATE OF BIRTH		53 DATE OF GRADE		54 DATE OF LET	
XX XX XX											
55 DATE OF BIRTH		56 DATE OF GRADE		57 DATE OF LET		58 DATE OF BIRTH		59 DATE OF GRADE		60 DATE OF LET	
XX XX XX											
61 DATE OF BIRTH		62 DATE OF GRADE		63 DATE OF LET		64 DATE OF BIRTH		65 DATE OF GRADE		66 DATE OF LET	
XX XX XX											
67 DATE OF BIRTH		68 DATE OF GRADE		69 DATE OF LET		70 DATE OF BIRTH		71 DATE OF GRADE		72 DATE OF LET	
XX XX XX											
73 DATE OF BIRTH		74 DATE OF GRADE		75 DATE OF LET		76 DATE OF BIRTH		77 DATE OF GRADE		78 DATE OF LET	
XX XX XX											
79 DATE OF BIRTH		80 DATE OF GRADE		81 DATE OF LET		82 DATE OF BIRTH		83 DATE OF GRADE		84 DATE OF LET	
XX XX XX											
85 DATE OF BIRTH		86 DATE OF GRADE		87 DATE OF LET		88 DATE OF BIRTH		89 DATE OF GRADE		90 DATE OF LET	
XX XX XX											
91 DATE OF BIRTH		92 DATE OF GRADE		93 DATE OF LET		94 DATE OF BIRTH		95 DATE OF GRADE		96 DATE OF LET	
XX XX XX											
97 DATE OF BIRTH		98 DATE OF GRADE		99 DATE OF LET		100 DATE OF BIRTH		101 DATE OF GRADE		102 DATE OF LET	
XX XX XX											
103 DATE OF BIRTH		104 DATE OF GRADE		105 DATE OF LET		106 DATE OF BIRTH		107 DATE OF GRADE		108 DATE OF LET	
XX XX XX											
109 DATE OF BIRTH		110 DATE OF GRADE		111 DATE OF LET		112 DATE OF BIRTH		113 DATE OF GRADE		114 DATE OF LET	
XX XX XX											
115 DATE OF BIRTH		116 DATE OF GRADE		117 DATE OF LET		118 DATE OF BIRTH		119 DATE OF GRADE		120 DATE OF LET	
XX XX XX											
121 DATE OF BIRTH		122 DATE OF GRADE		123 DATE OF LET		124 DATE OF BIRTH		125 DATE OF GRADE		126 DATE OF LET	
XX XX XX											
127 DATE OF BIRTH		128 DATE OF GRADE		129 DATE OF LET		130 DATE OF BIRTH		131 DATE OF GRADE		132 DATE OF LET	
XX XX XX											
133 DATE OF BIRTH		134 DATE OF GRADE		135 DATE OF LET		136 DATE OF BIRTH		137 DATE OF GRADE		138 DATE OF LET	
XX XX XX											
139 DATE OF BIRTH		140 DATE OF GRADE		141 DATE OF LET		142 DATE OF BIRTH		143 DATE OF GRADE		144 DATE OF LET	
XX XX XX											
145 DATE OF BIRTH		146 DATE OF GRADE		147 DATE OF LET		148 DATE OF BIRTH		149 DATE OF GRADE		150 DATE OF LET	
XX XX XX											
151 DATE OF BIRTH		152 DATE OF GRADE		153 DATE OF LET		154 DATE OF BIRTH		155 DATE OF GRADE		156 DATE OF LET	
XX XX XX											
157 DATE OF BIRTH		158 DATE OF GRADE		159 DATE OF LET		160 DATE OF BIRTH		161 DATE OF GRADE		162 DATE OF LET	
XX XX XX											
163 DATE OF BIRTH		164 DATE OF GRADE		165 DATE OF LET		166 DATE OF BIRTH		167 DATE OF GRADE		168 DATE OF LET	
XX XX XX											
169 DATE OF BIRTH		170 DATE OF GRADE		171 DATE OF LET		172 DATE OF BIRTH		173 DATE OF GRADE		174 DATE OF LET	
XX XX XX											
175 DATE OF BIRTH		176 DATE OF GRADE		177 DATE OF LET		178 DATE OF BIRTH		179 DATE OF GRADE		180 DATE OF LET	
XX XX XX											
181 DATE OF BIRTH		182 DATE OF GRADE		183 DATE OF LET		184 DATE OF BIRTH		185 DATE OF GRADE		186 DATE OF LET	
XX XX XX											
187 DATE OF BIRTH		188 DATE OF GRADE		189 DATE OF LET		190 DATE OF BIRTH		191 DATE OF GRADE		192 DATE OF LET	
XX XX XX											
193 DATE OF BIRTH		194 DATE OF GRADE		195 DATE OF LET		196 DATE OF BIRTH		197 DATE OF GRADE		198 DATE OF LET	
XX XX XX											
199 DATE OF BIRTH		200 DATE OF GRADE		201 DATE OF LET		202 DATE OF BIRTH		203 DATE OF GRADE		204 DATE OF LET	
XX XX XX											
205 DATE OF BIRTH		206 DATE OF GRADE		207 DATE OF LET		208 DATE OF BIRTH		209 DATE OF GRADE		210 DATE OF LET	
XX XX XX											
211 DATE OF BIRTH		212 DATE OF GRADE		213 DATE OF LET		214 DATE OF BIRTH		215 DATE OF GRADE		216 DATE OF LET	
XX XX XX											
217 DATE OF BIRTH		218 DATE OF GRADE		219 DATE OF LET		220 DATE OF BIRTH		221 DATE OF GRADE		222 DATE OF LET	
XX XX XX											
223 DATE OF BIRTH		224 DATE OF GRADE		225 DATE OF LET		226 DATE OF BIRTH		227 DATE OF GRADE		228 DATE OF LET	
XX XX XX											
229 DATE OF BIRTH		230 DATE OF GRADE		231 DATE OF LET		232 DATE OF BIRTH		233 DATE OF GRADE		234 DATE OF LET	
XX XX XX											
235 DATE OF BIRTH		236 DATE OF GRADE		237 DATE OF LET		238 DATE OF BIRTH		239 DATE OF GRADE		240 DATE OF LET	
XX XX XX											
241 DATE OF BIRTH		242 DATE OF GRADE		243 DATE OF LET		244 DATE OF BIRTH		245 DATE OF GRADE		246 DATE OF LET	
XX XX XX											
247 DATE OF BIRTH		248 DATE OF GRADE		249 DATE OF LET		250 DATE OF BIRTH		251 DATE OF GRADE		252 DATE OF LET	
XX XX XX											
253 DATE OF BIRTH		254 DATE OF GRADE		255 DATE OF LET		256 DATE OF BIRTH		257 DATE OF GRADE		258 DATE OF LET	
XX XX XX											
259 DATE OF BIRTH		260 DATE OF GRADE		261 DATE OF LET		262 DATE OF BIRTH		263 DATE OF GRADE		264 DATE OF LET	
XX XX XX											
265 DATE OF BIRTH		266 DATE OF GRADE		267 DATE OF LET		268 DATE OF BIRTH		269 DATE OF GRADE		270 DATE OF LET	
XX XX XX											
271 DATE OF BIRTH		272 DATE OF GRADE		273 DATE OF LET		274 DATE OF BIRTH		275 DATE OF GRADE		276 DATE OF LET	
XX XX XX											
277 DATE OF BIRTH		278 DATE OF GRADE		279 DATE OF LET		280 DATE OF BIRTH		281 DATE OF GRADE		282 DATE OF LET	
XX XX XX											
283 DATE OF BIRTH		284 DATE OF GRADE		285 DATE OF LET		286 DATE OF BIRTH		287 DATE OF GRADE		288 DATE OF LET	
XX XX XX											
289 DATE OF BIRTH		290 DATE OF GRADE		291 DATE OF LET		292 DATE OF BIRTH		293 DATE OF GRADE		294 DATE OF LET	
XX XX XX											
295 DATE OF BIRTH		296 DATE OF GRADE		297 DATE OF LET		298 DATE OF BIRTH		299 DATE OF GRADE		300 DATE OF LET	
XX XX XX											
301 DATE OF BIRTH		302 DATE OF GRADE		303 DATE OF LET		304 DATE OF BIRTH		305 DATE OF GRADE		306 DATE OF LET	
XX XX XX											
307 DATE OF BIRTH		308 DATE OF GRADE		309 DATE OF LET		310 DATE OF BIRTH		311 DATE OF GRADE		312 DATE OF LET	
XX XX XX											
313 DATE OF BIRTH		314 DATE OF GRADE		315 DATE OF LET		316 DATE OF BIRTH		317 DATE OF GRADE		318 DATE OF LET	
XX XX XX											
319 DATE OF BIRTH		320 DATE OF GRADE		321 DATE OF LET		322 DATE OF BIRTH		323 DATE OF GRADE		324 DATE OF LET	
XX XX XX											
325 DATE OF BIRTH		326 DATE OF GRADE		327 DATE OF LET		328 DATE OF BIRTH		329 DATE OF GRADE		330 DATE OF LET	
XX XX XX											
331 DATE OF BIRTH		332 DATE OF GRADE		333 DATE OF LET		334 DATE OF BIRTH		335 DATE OF GRADE		336 DATE OF LET	
XX XX XX											
337 DATE OF BIRTH		338 DATE OF GRADE		339 DATE OF LET		340 DATE OF BIRTH		341 DATE OF GRADE		342 DATE OF LET	
XX XX XX											
343 DATE OF BIRTH		344 DATE OF GRADE		345 DATE OF LET		346 DATE OF BIRTH		347 DATE OF GRADE		348 DATE OF LET	
XX XX XX											
349 DATE OF BIRTH		350 DATE OF GRADE		351 DATE OF LET		352 DATE OF BIRTH		353 DATE OF GRADE		354 DATE OF LET	
XX XX XX											
355 DATE OF BIRTH		356 DATE OF GRADE		357 DATE OF LET		358 DATE OF BIRTH		359 DATE OF GRADE		360 DATE OF LET	
XX XX XX											
361 DATE OF BIRTH		362 DATE OF GRADE		363 DATE OF LET		364 DATE OF BIRTH		365 DATE OF GRADE		366 DATE OF LET	
XX XX XX											
367 DATE OF BIRTH		368 DATE OF GRADE		369 DATE OF LET		370 DATE OF BIRTH		371 DATE OF GRADE		372 DATE OF LET	
XX XX XX											
373 DATE OF BIRTH		374 DATE OF GRADE		375 DATE OF LET		376 DATE OF BIRTH		377 DATE OF GRADE		378 DATE OF LET	
XX XX XX											
379 DATE OF BIRTH		380 DATE OF GRADE		381 DATE OF LET		382 DATE OF BIRTH		383 DATE OF GRADE		384 DATE OF LET	
XX XX XX											
385 DATE OF BIRTH		386 DATE OF GRADE		387 DATE OF LET		388 DATE OF BIRTH		389 DATE OF GRADE		390 DATE OF LET	
XX XX XX											
391 DATE OF BIRTH		392 DATE OF GRADE		393 DATE OF LET		394 DATE OF BIRTH		395 DATE OF GRADE		396 DATE OF LET	
XX XX XX											
397 DATE OF BIRTH		398 DATE OF GRADE		399 DATE OF LET		400 DATE OF BIRTH		401 DATE OF GRADE		402 DATE OF LET	
XX XX XX											
403 DATE OF BIRTH		404 DATE OF GRADE		405 DATE OF LET		406 DATE OF BIRTH		407 DATE OF GRADE		408 DATE OF LET	
XX XX XX											
409 DATE OF BIRTH		410 DATE OF GRADE		411 DATE OF LET		412 DATE OF BIRTH		413 DATE OF GRADE		414 DATE OF LET	
XX XX XX											
415 DATE OF BIRTH		416 DATE OF GRADE		417 DATE OF LET		418 DATE OF BIRTH		419 DATE OF GRADE		420 DATE OF LET	
XX XX XX											
421 DATE OF BIRTH		422 DATE OF GRADE		423 DATE OF LET		424 DATE OF BIRTH		425 DATE OF GRADE		426 DATE OF LET	
XX XX XX											
427 DATE OF BIRTH		428 DATE OF GRADE		429 DATE OF LET		430 DATE OF BIRTH		431 DATE OF GRADE		432 DATE OF LET	
XX XX XX											
433 DATE OF BIRTH		434 DATE OF GRADE		435 DATE OF LET		436 DATE OF BIRTH		437 DATE OF GRADE		438 DATE OF LET	
XX XX XX											
439 DATE OF BIRTH		440 DATE OF GRADE		441 DATE OF LET		442 DATE OF BIRTH		443 DATE OF GRADE		444 DATE OF LET	
XX XX XX											
445 DATE OF BIRTH		446 DATE OF GRADE		447 DATE OF LET		448 DATE OF BIRTH		449 DATE OF GRADE		450 DATE OF LET	
XX XX XX											
451 DATE OF BIRTH		452 DATE OF GRADE		453 DATE OF LET		454 DATE OF BIRTH		455 DATE OF GRADE		456 DATE OF LET	
XX XX XX											
457 DATE OF BIRTH		458 DATE OF GRADE		459 DATE OF LET		460 DATE OF BIRTH		461 DATE OF GRADE		462 DATE OF LET	
XX XX XX											
463 DATE OF BIRTH		464 DATE OF GRADE		465 DATE OF LET		466 DATE OF BIRTH		467 DATE OF GRADE		468 DATE OF LET	
XX XX XX											
469 DATE OF BIRTH		470 DATE OF GRADE		471 DATE OF LET		472 DATE OF BIRTH		473 DATE OF GRADE		474 DATE OF LET	
XX XX XX											
475 DATE OF BIRTH		476 DATE OF GRADE		477 DATE OF LET		478 DATE OF BIRTH		479 DATE OF GRADE		480 DATE OF LET	
XX XX XX											
481 DATE OF BIRTH		482 DATE OF GRADE		483 DATE OF LET		484 DATE OF BIRTH		485 DATE OF GRADE		486 DATE OF LET	
XX XX XX											
487 DATE OF BIRTH		488 DATE OF GRADE		489 DATE OF LET		490 DATE OF BIRTH		491 DATE OF GRADE		492 DATE OF LET	
XX XX XX											
493 DATE OF BIRTH		494 DATE OF GRADE		495 DATE OF LET		496 DATE OF BIRTH		497 DATE OF GRADE		498 DATE OF LET	
XX XX XX											
499 DATE OF BIRTH		500 DATE OF GRADE		501 DATE OF LET		502 DATE OF BIRTH		503 DATE OF GRADE		504 DATE OF LET	
XX XX XX											
505 DATE OF BIRTH		506 DATE OF GRADE		507 DATE OF LET		508 DATE OF BIRTH		509 DATE OF GRADE		510 DATE OF LET	
XX XX XX											

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39	115	V GS 11 6	\$19,061

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

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

WOODS JAMES S

010032

42300121

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

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

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

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

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

SECRET

(When Filled In)

LML: 13 FEB 73

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						02 04 73		REGULAR			
6. FUNDS		V TO V		V TO OF		7. Financial Analysis No Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO OF		3135 1267 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH						ROME, ITALY					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
RECORDS ADM OF						0699		D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0344.01		11 6		16326			
18. REMARKS											
HOME BASE: IS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTERNAL CODE		24. DATE OF BIRTH	
22		10		44750 EUR		36533				02 04 73	
25. DATE OF GRADE		26. DATE OF LET		27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LET		30. DATE OF BIRTH	
02 03 74		81		02 03 74		02 04 73		02 04 73		02 04 73	
31. NTE EXPIRES		32. SPECIAL REFERENCE		33. RETIREMENT DATA		34. SOCIAL SECURITY		35. SECURITY REQ MO		36. SEX	
MO DA YR		1		CODE		YR		MO		M	
02 03 74		81									
37. VET PREFERENCE		38. SERV COMP DATE		39. LONG COMP DATE		40. LEAVE CATEGORY		41. FEDERAL TAX DATA		42. STATE TAX DATA	
CODE		MO DA YR		MO DA YR		CODE		CODE		CODE	
1. NONE		1. NONE		1. NONE		1. NONE		1. NONE		1. NONE	
2. 5 PT		2. 5 PT		2. 5 PT		2. 5 PT		2. 5 PT		2. 5 PT	
3. 10 PT		3. 10 PT		3. 10 PT		3. 10 PT		3. 10 PT		3. 10 PT	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE		44. LEAVE CATEGORY		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. SOCIAL SECURITY		48. SECURITY REQ MO	
CODE		CODE		CODE		CODE		CODE		CODE	
1. NO BREAK IN SERVICE		1. NO BREAK IN SERVICE		1. NO BREAK IN SERVICE		1. NO BREAK IN SERVICE		1. NO BREAK IN SERVICE		1. NO BREAK IN SERVICE	
2. BREAK IN SERVICE (LESS THAN 3 YRS)		2. BREAK IN SERVICE (LESS THAN 3 YRS)		2. BREAK IN SERVICE (LESS THAN 3 YRS)		2. BREAK IN SERVICE (LESS THAN 3 YRS)		2. BREAK IN SERVICE (LESS THAN 3 YRS)		2. BREAK IN SERVICE (LESS THAN 3 YRS)	
3. BREAK IN SERVICE (MORE THAN 3 YRS)		3. BREAK IN SERVICE (MORE THAN 3 YRS)		3. BREAK IN SERVICE (MORE THAN 3 YRS)		3. BREAK IN SERVICE (MORE THAN 3 YRS)		3. BREAK IN SERVICE (MORE THAN 3 YRS)		3. BREAK IN SERVICE (MORE THAN 3 YRS)	
SIGNATURE OF OTHER AUTHENTICATION											
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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND
EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR	STEP	NEW SALARY
WOODS JAMES S	010032	44	750	CP	GS 10 7	\$14,981

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 010032		2. NAME (LAST-FIRST-MIDDLE) WOODS JAMES S	
3. NATURE OF REASSIGNMENT ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE MO DA YR 05 30 71
5. CATEGORY OF EMPLOYMENT REGULAR			6. FINANCIAL ANALYSIS NO. CHARGEABLE 1136 1267 0000
7. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATION DDP/EUR DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH		10. LOCATION OF OFFICIAL STATION ROME, ITALY	
11. POSITION TITLE RECORDS ADM OF		12. POSITION NUMBER 0699	
13. SERVICE DESIGNATION D		14. CLASSIFICATION SYMBOL (SEE 18-1)	
15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 7	
17. SALARY GRADE 13821		18. REMARKS HOME BASE: EUR	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 20	21. EMPLOY CODE 10	22. SERVICE CODE 44523	23. STATION CODE EUR
24. DATE OF BIRTH MO DA YR 05 23 73	25. DATE OF ENTRY MO DA YR 02 20 78	26. DATE OF LEAVE MO DA YR	27. DATE OF DEATH MO DA YR
28. DATE OF LEAVE MO DA YR 05 23 73	29. DATE OF ENTRY MO DA YR 02 20 78	30. DATE OF LEAVE MO DA YR	31. DATE OF DEATH MO DA YR
32. DATE OF ENTRY MO DA YR 02 20 78		33. DATE OF LEAVE MO DA YR	
34. DATE OF DEATH MO DA YR		35. DATE OF ENTRY MO DA YR	
36. DATE OF LEAVE MO DA YR		37. DATE OF DEATH MO DA YR	
38. DATE OF ENTRY MO DA YR		39. DATE OF LEAVE MO DA YR	
40. DATE OF DEATH MO DA YR		41. DATE OF ENTRY MO DA YR	
42. DATE OF LEAVE MO DA YR		43. DATE OF DEATH MO DA YR	
44. DATE OF ENTRY MO DA YR		45. DATE OF LEAVE MO DA YR	
46. DATE OF DEATH MO DA YR		47. DATE OF ENTRY MO DA YR	
48. DATE OF LEAVE MO DA YR		49. DATE OF DEATH MO DA YR	
50. DATE OF ENTRY MO DA YR		51. DATE OF LEAVE MO DA YR	
52. DATE OF DEATH MO DA YR		53. DATE OF ENTRY MO DA YR	
54. DATE OF LEAVE MO DA YR		55. DATE OF DEATH MO DA YR	
56. DATE OF ENTRY MO DA YR		57. DATE OF LEAVE MO DA YR	
58. DATE OF DEATH MO DA YR		59. DATE OF ENTRY MO DA YR	
60. DATE OF LEAVE MO DA YR		61. DATE OF DEATH MO DA YR	
62. DATE OF ENTRY MO DA YR		63. DATE OF LEAVE MO DA YR	
64. DATE OF DEATH MO DA YR		65. DATE OF ENTRY MO DA YR	
66. DATE OF LEAVE MO DA YR		67. DATE OF DEATH MO DA YR	
68. DATE OF ENTRY MO DA YR		69. DATE OF LEAVE MO DA YR	
70. DATE OF DEATH MO DA YR		71. DATE OF ENTRY MO DA YR	
72. DATE OF LEAVE MO DA YR		73. DATE OF DEATH MO DA YR	
74. DATE OF ENTRY MO DA YR		75. DATE OF LEAVE MO DA YR	
76. DATE OF DEATH MO DA YR		77. DATE OF ENTRY MO DA YR	
78. DATE OF LEAVE MO DA YR		79. DATE OF DEATH MO DA YR	
80. DATE OF ENTRY MO DA YR		81. DATE OF LEAVE MO DA YR	
82. DATE OF DEATH MO DA YR		83. DATE OF ENTRY MO DA YR	
84. DATE OF LEAVE MO DA YR		85. DATE OF DEATH MO DA YR	
86. DATE OF ENTRY MO DA YR		87. DATE OF LEAVE MO DA YR	
88. DATE OF DEATH MO DA YR		89. DATE OF ENTRY MO DA YR	
90. DATE OF LEAVE MO DA YR		91. DATE OF DEATH MO DA YR	
92. DATE OF ENTRY MO DA YR		93. DATE OF LEAVE MO DA YR	
94. DATE OF DEATH MO DA YR		95. DATE OF ENTRY MO DA YR	
96. DATE OF LEAVE MO DA YR		97. DATE OF DEATH MO DA YR	
98. DATE OF ENTRY MO DA YR		99. DATE OF LEAVE MO DA YR	
100. DATE OF DEATH MO DA YR		101. DATE OF ENTRY MO DA YR	
102. DATE OF LEAVE MO DA YR		103. DATE OF DEATH MO DA YR	
104. DATE OF ENTRY MO DA YR		105. DATE OF LEAVE MO DA YR	
106. DATE OF DEATH MO DA YR		107. DATE OF ENTRY MO DA YR	
108. DATE OF LEAVE MO DA YR		109. DATE OF DEATH MO DA YR	
110. DATE OF ENTRY MO DA YR		111. DATE OF LEAVE MO DA YR	
112. DATE OF DEATH MO DA YR		113. DATE OF ENTRY MO DA YR	
114. DATE OF LEAVE MO DA YR		115. DATE OF DEATH MO DA YR	
116. DATE OF ENTRY MO DA YR		117. DATE OF LEAVE MO DA YR	
118. DATE OF DEATH MO DA YR		119. DATE OF ENTRY MO DA YR	
120. DATE OF LEAVE MO DA YR		121. DATE OF DEATH MO DA YR	
122. DATE OF ENTRY MO DA YR		123. DATE OF LEAVE MO DA YR	
124. DATE OF DEATH MO DA YR		125. DATE OF ENTRY MO DA YR	
126. DATE OF LEAVE MO DA YR		127. DATE OF DEATH MO DA YR	
128. DATE OF ENTRY MO DA YR		129. DATE OF LEAVE MO DA YR	
130. DATE OF DEATH MO DA YR		131. DATE OF ENTRY MO DA YR	
132. DATE OF LEAVE MO DA YR		133. DATE OF DEATH MO DA YR	
134. DATE OF ENTRY MO DA YR		135. DATE OF LEAVE MO DA YR	
136. DATE OF DEATH MO DA YR		137. DATE OF ENTRY MO DA YR	
138. DATE OF LEAVE MO DA YR		139. DATE OF DEATH MO DA YR	
140. DATE OF ENTRY MO DA YR		141. DATE OF LEAVE MO DA YR	
142. DATE OF DEATH MO DA YR		143. DATE OF ENTRY MO DA YR	
144. DATE OF LEAVE MO DA YR		145. DATE OF DEATH MO DA YR	
146. DATE OF ENTRY MO DA YR		147. DATE OF LEAVE MO DA YR	
148. DATE OF DEATH MO DA YR		149. DATE OF ENTRY MO DA YR	
150. DATE OF LEAVE MO DA YR		151. DATE OF DEATH MO DA YR	
152. DATE OF ENTRY MO DA YR		153. DATE OF LEAVE MO DA YR	
154. DATE OF DEATH MO DA YR		155. DATE OF ENTRY MO DA YR	
156. DATE OF LEAVE MO DA YR		157. DATE OF DEATH MO DA YR	
158. DATE OF ENTRY MO DA YR		159. DATE OF LEAVE 	

SECRET

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POSTED

ARS: 11 MARCH 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
CHANGE OF FAN						02 18 71		REGULAR			
6. FUNDS		7. TO V		8. TO CF		9. Financial Analysis No. Chargeable		10. CSC OR OTHER LEGAL AUTHORITY			
X						1236 1166 0000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP/EUR DEVELOPMENT COMPLEMENT						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
RECORDS ADM OFFICER						9957		D			
16. CLASSIFICATION SCHEDULE (GS, LS, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0344.01		10 7		13621			
20. REMARKS											
OTHER											
HOME BASE: EUR											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRITY CODE		26. PAYMENT CODE	
37		16		44997 EUR		75013		1		02120128	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LEL		30. SPECIAL REFERENCE		31. RETIREMENT DATA		32. SEPARATION DATA CODE	
NO DA 18		NO DA 18		NO DA 18		1. CFC 2. DIA 3. PFA 4. NONE		1. CFC 2. DIA 3. PFA 4. NONE		1. CFC 2. DIA 3. PFA 4. NONE	
33. VET PREFERENCE		34. SERV COMP DATE		35. LONG LUMP DATE		36. CAREER CATEGORY		37. REGU HEALTH INSURANCE		38. SOCIAL SECURITY NO	
CODE		CODE		CODE		CODE		CODE		CODE	
1. NONE 2. 10 YR 3. 20 YR		1. NONE 2. 10 YR 3. 20 YR		1. NONE 2. 10 YR 3. 20 YR		1. NONE 2. 10 YR 3. 20 YR		1. NONE 2. 10 YR 3. 20 YR		1. NONE 2. 10 YR 3. 20 YR	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE				40. LEAVE CAT CODE				41. FEDERAL TAX DATA			
1. NO PREVIOUS SERVICE 2. NO STRIKE IN SERVICE 3. STRIKE IN SERVICE LESS THAN 5 YRS 4. STRIKE IN SERVICE MORE THAN 5 YRS				1. NONE 2. 10 YR 3. 20 YR				1. NONE 2. 10 YR 3. 20 YR			
42. STATE TAX DATA				43. STATE TAX DATA				44. STATE TAX DATA			
1. NONE 2. 10 YR 3. 20 YR				1. NONE 2. 10 YR 3. 20 YR				1. NONE 2. 10 YR 3. 20 YR			
SIGNATURE OF OTHER AUTHENTICATION											
POSTED 712-714											

FORM 11-70
5-69Use Previous
Edition

SECRET

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EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

FORM 11-70

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES 3	010032	44	997	V GS. 10 7	\$13,821

ARS: 27 JAN 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
OKF									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
010032		WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS-CORRECTION				01 10 71		REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
X		CF TO V		CF TO CF		1234 1186 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP/EUR DEVELOPMENT COMPLEMENT				WASH., D.C.					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
RECORDS ADM OFFICER				9997		D			
14. CLASSIFICATION-SCHEDULE (GS, LR, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0344.01		10 7		13821			
18. REMARKS									
THIS ACTION CORRECTS FORM 1150 THE EFFECTIVE DATE WHICH READ 12/13/70 TO READ 01/10/71.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. EMPLOYEE CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
58	18	44397 EUR		75013		1	02 20 28		
29. NTE EXP RES		30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction/Conciliation Date	33. SECURITY REQ PAD		34. SEA	
					16 12 13 70	EOD DATA			
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE	38. CAREER CATEGORY	39. HEALTH INSURANCE		40. SOCIAL SECURITY NO	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION									
POSTED 1-29-71 <i>Wm</i>									

SECRET

(When Filled In)

AIRC: 11 DEC 70

CCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 010032		2. NAME (LAST-FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS			4. EFFECTIVE DATE MO DA YR 12 13 70
5. CATEGORY OF EMPLOYMENT REGULAR			6. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
7. Financial Analysis No. Chargeable 1236 1186 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT			
10. LOCATION OF OFFICIAL STATION WASH., D.C.			
11. POSITION TITLE RECORDS ADM OFF		12. POSITION NUMBER 9997	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR RATE 13041
18. REMARKS OTHER HOME BASE: EUR			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 16	20. EMPLOY CODE 18	21. OFFICE CODING NUMERIC 44597 ALPHABETIC EUR	22. STATION CODE 75013
23. PRINCIPLE CODE 1	24. GRADE CODE 12	25. DATE OF BIRTH MO DA YR 12 20 20	26. DATE OF GRADE MO DA YR 12 20 70
27. DATE OF LET MO DA YR 12 20 70	28. DATE OF BIRTH MO DA YR 12 20 20	29. DATE OF GRADE MO DA YR 12 20 70	30. DATE OF LET MO DA YR 12 20 70
31. DATE EMPLOY MO DA YR 12 20 70	32. SPECIAL REFERENCE 1. CODE 2. DA 3. PLA 4. NAME	33. RETIREMENT DATA 1. CODE 2. DA 3. PLA 4. NAME	34. SEPARATION DATA CODE 1. CODE 2. DA 3. PLA 4. NAME
35. NET PREFERENCE CODE 1. NONE 2. 1ST 3. 2ND	36. SERV COMP DATE MO DA YR 12 20 70	37. LONG COMP DATE MO DA YR 12 20 70	38. CAREER CATEGORY CODE 1. NONE 2. 1ST 3. 2ND
39. FEDERAL TAX DATA CODE 1. YES 2. NO	40. HEALTH INSURANCE CODE 1. YES 2. NO	41. SOCIAL SECURITY NO. CODE 1. YES 2. NO	42. SIGNATURE OR OTHER AUTHENTICATION
43. SIGNATURE OR OTHER AUTHENTICATION			

POSTED

11 12-17-70

FORM 150 1150
MAY 6-73Use Previous
Edition

SECRET

BBG

11 12-17-70
11 12-17-70

(When Filled In)

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
010032		WOODS JAMES S.		44 525		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADD
GS 10	6	\$12,679	07/28/68	GS 10	7	\$13,041	07/26/70		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<i>[Signature]</i>						6/23/70			
☐ NO EXCESS LWOP ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ LWOP STATUS AT END OF WAITING PERIOD									
CER. INITIALS						ADJ. BY			
FORM 7-66 560 E Use previous editions						PAY CHANGE NOTIFICATION <i>[Signature]</i> (4-81)			

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

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

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 213 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

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

SECRET

(When Filled In)

4 NOV 68

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE 11 04 68	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V CF TO V	V TO CF CF TO CF	7. Financial Analysis No. Chargeable 9136 1214 0000
	X		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION		10. LOCATION OF OFFICIAL STATION LONDON, ENGLAND	
11. POSITION TITLE RECORDS ADM OF		12. POSITION NUMBER 0254	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (OS, IS, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 6	17. SALARY OR RATE 10847
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMBER 44525 ALPHABET EUR	22. STATION CODE 21025
23. DATE EXPIRES 11 03 70	24. SPECIAL REFERENCE 83	25. INTEGRATE CODE 3	26. INTEGRATE CODE 02 20 28
27. VET PREFERENCE 1	28. SERV COMP DATE 11 03 70	29. LONG COMP DATE 11 03 70	30. CAREER CATEGORY 1
31. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1	32. LEAVE CAT CODE 1	33. FEDERAL TAX DATA 1	34. STATE TAX DATA 1
SIGNATURE OR OTHER AUTHENTICATION FROM FE			

FORM 5-64 1150
May 10-67

Use Previous Edition

SECRET

SF

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

VD: 16 AUG 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DCF

1. SERIAL NUMBER 010032		2. NAME (LAST FIRST MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE 07 28 68
			5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V CF TO V	V TO CF CF TO CF	7. Financial Analysis No. Chargeable 9137 1487 0000
			8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/FE FOREIGN FIELD FE/VNO VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION GEOGRAPHIC UNIT		10. LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIET NAM	
11. POSITION TITLE RECORDS ADMIN OF		12. POSITION NUMBER 4984	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (OS, LR, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 6	17. SALARY OR RATE 10847
18. REMARKS RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 45500 ALPHABETIC FE	22. STATION CODE 77205
23. INTEGRAL CODE 3	24. PAY GRADE 02	25. DATE OF BIRTH 20 28	26. DATE OF GRADE 07 28 68
27. DATE OF LET 07 28 68	28. NOTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1. CSC 2. CIA 3. PCA 4. OTHER	30. RETIREMENT DATA LODR
31. SEPARATION DATA CODE	32. CONNECTION - Continuation Data 1. YES 2. NO	33. SECURITY RTO PNO	34. SEX
35. VET PREFERENCE CODE 1. NONE 2. YES	36. SERV. COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CAR 315V ENJOY 115V
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 3 YRS) 4. BREAK IN SERVICE (MORE THAN 3 YRS)	40. SOCIAL SECURITY NO.	41. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	42. STATE TAX DATA FORM EXECUTED 1. YES 2. NO

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[Signature]

FORM 1150
10-67

Use Previous
Edition

SECRET

FD

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

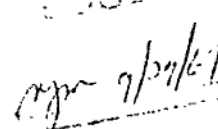
NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45	500	CF GS 09 7	\$ 9,668	\$10,154

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

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

SECRET
(When Filled In)

OCS 05/31/67						NOTIFICATION OF PERSONNEL ACTION	
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)					
010032		WOODS JAMES S					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT				05 21 67			
6. FUNDS		V TO V		V TO OF		7. FINANCIAL ANALYSIS NO. CHARGEABLE	
		OF TO V		X OF TO OF		7137 1487 0000	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
ODPAPE DIVISION				SAIGON, SOUTH VIET NAM			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
RECORDS ADMIN OF				4965		D	
14. CLASSIFICATION SCHEDULE (GS, AB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0344.01		09			
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							
 J. Woods 9/24/67							

MRT: 9 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 010032		2. NAME (LAST-FIRST-MIDDLE) WOODS JAMES S	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO: DA: YR 12 18 66	
5. CATEGORY OF EMPLOYMENT REGULAR		6. COST CENTER NO. CHARGEABLE 7137 1566 0000	
7. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203		8. LOCATION OF OFFICIAL STATION Saigon, South Viet Nam Tokyo, Japan	
9. ORGANIZATIONAL DESIGNATIONS DDP/FE		10. POSITION TITLE	
11. POSITION NUMBER		12. SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.)		14. OCCUPATIONAL SERIES	
15. GRADE AND STEP 09		16. SALARY OR RATE	
17. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACT/IN CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTEGRATE CODE	24. WEIGHT CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEL MO DA YR	28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE CODE 2
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO	34. SEX
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CODE 0 - YES 1 - NO
39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO	45. SIGNATURE OR OTHER AUTHENTICATION	

FORM 11 62 1150

Use Previous
Edition

SECRET

POSTED

12-14-66

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

MRT: 8 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT				MO. DA. YR. 12 08 66		REGULAR					
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		7137 1487 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/FE FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION						SAIGON, SOUTH VIET NAM					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
RECORDS ADMIN OF						4127		D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0344.01		09 7		9262			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. INDENT CODE	
37		10		NUMERIC ALPHABETIC 45500 FE		77205				25. DATE OF BIRTH	
										MO. DA. YR. 02 12 28	
26. DATE OF GRADE		27. DATE OF LEI		28. RETIREMENT DATA		29. SPECIAL REFERENCE		30. SEPARATION DATA CODE		31. CORRECTION/CANCELLATION DATA	
				1 - CSC 2 - PICA 3 - NONE				TYPE		MO. DA. YR.	
										EOD DATA	
32. VET. PREFERENCE		33. SERV. COMP. DATE		34. LONG. COMP. DATE		35. CAREER CATEGORY		36. FEI/1 / HEALTH INSURANCE		37. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CAN. RESV. CODE		CODE		HEALTH INS. CODE	
1 - NONE 2 - 5 PT. 3 - 10 PT.						1 - YES 2 - NO		1 - YES 2 - NO			
40. PREVIOUS GOVERNMENT SERVICE DATA				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA				43. STATE TAX DATA	
CODE				CODE		FORM EXECUTED CODE				FORM EXECUTED CODE	
1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				1 - YES 2 - NO		1 - YES 2 - NO				1 - YES 2 - NO	
SIGNATURE OR OTHER AUTHENTICATION											
POSTED 12-12-66											

FORM 11-62 1150

Use Previous Edition

SECRET

 GROUP 1
 Excluded from automatic
 downgrading and
 declassification

(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	Q10032	45	380	CF GS 09 7	\$ 9,003	\$ 9,262

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
Q10032		WOODS JAMES S		45 380 CF						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS-09	6	\$8719	11/07/65	GS-09	7	\$9003	03/27/66			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ Emmett D. Roberts Date: 31 March 1966										
PAY CHANGE NOTIFICATION										

Form 560

Obtain from
Eaton

(4-51)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
Q10032		WOODS JAMES S		45 380 CF						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS-09	6	\$8719	11/07/65	GS-09	7	\$9003	03/27/66			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ Emmett D. Roberts Date: 31 March 1966										

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 2 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUND	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45	380	CF GS 09 3	\$ 8,200	\$ 8,495

10F

1. Serial No.		2. Name		3. Civil Control Number		4. LWOP Hours	
010032		WOODS JAMES S		45 380 CF			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 09 3		\$ 8,200	11/10/63	GS 09 3		\$ 8,495	11/07/65
7. TYPE ACTION							
☒ NO EXCESS LWOP ☒ IN PAY STATUS AT END OF WAITING PERIOD ☒ LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: _____ AUDITED BY: _____							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: _____ DATE: 11 October 65							
PAY CHANGE NOTIFICATION							

Form 9-61 360 Circular 11-64 11-65

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

[illegible]

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 09/18/64

1 SERIAL NUMBER 2 NAME (LAST FIRST MIDDLE)

010032

WOODS JAMES S

3 NATURE OF PERSONNEL ACTION

REASSIGNMENT

4 EFFECTIVE DATE

MO DA YR

09 18 64

5 CATEGORY OF EMPLOYMENT

6 FUNDS

V TO V

O TO V

V TO O

X O TO O

7 COST CENTER NO. CHARGEABLE

5137 1966 0000

8 CSC OR OTHER LEGAL AUTHORITY

9 ORGANIZATION OF ORIGIN

DDP/FE DIVISION
JKO TOKYO CEN REG REC

10 LOCATION OF OFFICIAL STATION

TOKYO JAPAN

11 POSITION TITLE

INTEL ANALYST CM

12 POSITION NUMBER

4466

13 CAREER SERVICE DESIGNATION

D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)

GS

15 OCCUPATIONAL SERIES

0132.39

16 GRADE AND STEP

09

17 SALARY OR RATE

18 REMARKS

SIGNATURE OF OTHER AUTHENTICATION

POSTED

9/24/64 MVR

Form 11201
1-63 MAG 1-62

Use Previous
Edition

SECRET

16-1
Excluded from automatic
downgrading and
declassification

(When Filled In)

14-511

SECRET
(When Filled In)

AES: 16 MARCH 61

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT & TRANSFER TO CONFIDENTIAL FUNDS*						4. EFFECTIVE DATE MO DA YR 03 19 61		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		X		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V				CF TO CF		1137 7351 1000		50 USC 403 d	
9. ORGANIZATIONAL DESIGNATIONS DDP FE FE/JAO TOKYO STATION OFFICE OF THE CHIEF CENTRAL REGISTRY AND RECORDS SEC						10. LOCATION OF OFFICIAL STATION TOKYO JAPAN					
11. POSITION TITLE INTEL ANALYST GEN						12. POSITION NUMBER 3061		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, WS, WH, etc.) GS				15. OCCUPATIONAL SERIES 0132.36		16. GRADE AND STEP 09 3		17. SALARY OR RATE 6765			
18. REMARKS *SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 20	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 56380 FE		22. STATION CODE 37587	23. INTERSEE CODE	24. INDICATOR CODE 3	25. DATE OF BIRTH MO DA YR 02 20 28		26. DATE OF GRADE MO DA YR		27. DATE OF LEA MO DA YR
28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. FICA 3. NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TIPS MO DA YR		33. SECURITY DATA SECURITY REQ NO	
34. YET PREFERENCE CODE 1. NONE 2. YES 3. NO		35. SERV. COMP. DATE MO DA YR		36. LONG COMP. DATE MO DA YR		37. MIL. SERV. CREDIT/LED 1. YES 2. NO		38. FEGLI/HEALTH INSURANCE CODE 0. WAIVER 1. YES		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO PREVIOUS SERVICE 2. Began in service 3. Began in service (less than 12 mos) 4. Began in service (more than 12 mos)				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM 1-EXEMPTED CODE 1. YES 2. NO		43. STATE TAX DATA FORM 1-EXEMPTED CODE 1. YES 2. NO		44. STATE TAX DATA CODE NO TAX STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
POSTED 03/22/61 RK											

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	49	380	CF GS 09 5	\$ 7,975	\$ 7,990

1. Serial No		2. Name		3. Civil Center Number		4. LWOP Hours	
010032		WOODS JAMES S		56 380 CF //			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Left EW Date	Grade	Step	Salary	Effective Date
GS 09	4	\$ 7,390	11/12/61	GS 09	5	\$ 7,975	11/10/63
7. TYPE ACTION							
PM LM ADJ							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>[Signature]</i> DATE: <i>[Date]</i> PAY CHANGE NOTIFICATION							

Form 9-61 560

Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 14 OCTOBER 1964

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	49	380	CF GS 09 4	\$ 6,950	\$ 7,280

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			DD	MM	YY				DD	MM	YY
GS 00	2	\$ 6,600	11	15	59	GS 00	2	\$ 6,749	11	13	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP
 IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP _____

10. INITIALS OF CLERK _____

11. AUDITED BY _____

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS _____

14. AUTHENTICATION _____

PAY CHANGE NOTIFICATION

SECRET

FORM 5-59

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
10032	WOODS JAMES S	DDP/FF 11 UV	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS	00	3	\$ 6,765	11/13/60	GS	00	4	\$ 6,930	11/12/61	

8. Remarks and Authentication

/ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

PAY CHANGE NOTIFICATION

SECRET

OBSOLETE PREVIOUS

SECRET

(4-31)

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01	WOODS JAMES S	110032	51 12	GS-00 2	\$ 6,139	\$ 6,600

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 110032			2. NAME WOODS JAMES S			3. ASSIGNED ORG. DDP/FE		4. FUNDS V-20		5. ALLOTMENT 1-37	
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
GS 9	1	\$ 5,984	11	16	58	GS 9	2	\$ 6,135	11	15	59
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE ☐ NO EXCESS LWOP. ☐ EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:											
☐ IN PAY STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUDITED BY		
☐ IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
☐ P.S.I. ☐ S.S.I. ☐ PAY ADJUSTMENT											
14. AUTHENTICATION											
SS. WOODS JAMES S SS. WOODS JAMES S SECRET											
PAY CHANGE NOTIFICATION											

FORM 560

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

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																
MCM 20 MAR 59																
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS-ECG			
E10032		WOODS JAMES S				Mo. Da. Yr. 02 20 28			Non-O 5 Pt-1 10 Pt-2		Code 1		M 1		Mo. Da. Yr. 04 21 52	
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. See Serv. Group, 16a			
Mo. Da. Yr. 11 12 48		Yes-1 No-2		Code 1		50 USCA 403			Mo. Da. Yr. Mo. Da. Yr. Mo. Da. Yr.		Yes-1 No-2		Code 1		Mo. Da. Yr. Mo. Da. Yr. Mo. Da. Yr.	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH				5161		MANILA, R.P.				57557	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USPd - 4 Frgh - 6		Code 5		RECDS MGMT ANAL		3382		GS		0306.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
09 1		\$ 5985		DI		Mo. Da. Yr. 11 16 50		Mo. Da. Yr. 11 15 59		9 3780 55 006	

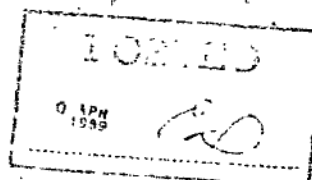
ACTION

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

PRESENT ASSIGNMENT

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

44. Remarks



SECRET

(When filled in)

NOTIFICATION OF PERSONNEL ACTION															
MCM 14 NOV 58															
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet Pref.		5. Sex		6. CS - EOD			
510032		WOODS JAMES S			Mo. Da. Yr. 02 20 28			None-0 5 Pt-1 10 Pt-2		Code 1 M 1		Mo. Da. Yr. 04 21 52			
7. SED		8. CSC Retmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Civil Serv. Code		
Mo. Da. Yr. 11 12 48		Yes-1 No-2		Code 1			50 USCA 403			Mo. Da. Yr. 04 21 52		Yes-1 No-2		Code 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC				5161		MANILA, R.P.				57557	
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 1 USfld - 3 Frpn - 5		Code 5		RECORDS MGMT ANALYST		3382		GS		0306.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 4		\$ 5430		01		Mo. Da. Yr. 04 10 55		Mo. Da. Yr. 04 06 58		8 3780 55 006	

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH				5161		MANILA, R.P.				57557	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 1 USfld - 3 Frpn - 5		Code 5		RECDS MGMT ANAL		3382		GS		0306.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5985		01		Mo. Da. Yr. 11 16 58		Mo. Da. Yr. 11 15 59		9 3780 55 006	

44. Remarks

POSTED

20 NOV 1958

228

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

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

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

S E C R E T

(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAB.		4. PURVIS		5. ALLOTMENT	
510032		WOODS JAMES S		DDP/FE		UV			
6. OLD SALARY RATE						7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
			MO.	DA.	YR.				MO. DA. YR.
GS 7	3	\$ 4,795	04	07	57	GS 7	4	\$ 4,930	04 06 58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER									
8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP						9. NUMBER OF HOURS LWOP			
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK			
☐ IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY			
☐ IN LWOP STATUS AT END OF WAITING PERIOD									
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS			
GRADE	STEP	SALARY	MO.	DA.	YR.	422005 4005 1.1 7/14			
14. AUTHENTICATION									
C E G. M. STEWART									
PERIODIC STEP INCREASE - AUTHENTICATION									

FORM NO. 3600
1 MAY 58

S E C R E T

PERSONNEL FOLDER (4)

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prod.		5. Sen.		6. CS - EOD			
510032		WOODS JAMES S				Mo.	Da.	Yr.	None-0	Code	M		1	Mo.	Da.	Yr.
						02	20	28	5 Pt-1	1			04	21	52	
7. SCD		8. CSC Rptmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCB		13. Mil. Serv. Exp.			
Mo.	Da.	Yr.	Yes-1	Code			Mo.	Da.	Yr.	Yes-1	Code	Mo.	Da.	Yr.	Yes-1	Code
XX	XX	XX	No-8	1	50 USCA 403 J					No-8	1	04	21	52	No-8	2

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FI RECORDS INTEGRATION DIV ANALYSIS AND OPERATIONS BR ANALYSIS SEC						WASH., D.C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - 1	Code					430.12		GS		0132.35	
USfld - 3	2	INTEL ANALYST									
Frqn - 5											
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number	
07 3		\$ 4795		DI		Mo. Da. Yr.		Mo. Da. Yr.		S 2309 23	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS		06		09 08 57		REGULAR		01			

PRESENT ASSIGNMENT

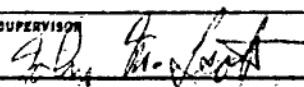
31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC				5161		MANILA, P.P.				57557	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - 1	Code	RECORDS MGMT ANALYST				3382		GS		0306.01	
USfld - 3	5										
Frqn - 5											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number	
07 3		\$ 4795		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3780 55 006	
						04 10 55		04 106 55			

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

10612
9/6/57

SECRET
(WHEN FILLED IN)

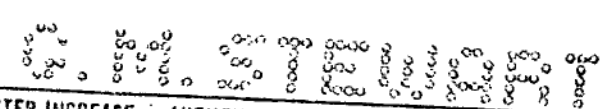
1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT			
110032		WOODS JAMES S		DDP/FI 29		V-20					
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR					
JOHN M. SCOTT				11 MAR 1957							
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT			
110032		WOODS JAMES S		DDP/FI		V-20		2301			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP IF EXCESS LEAVE LWOP, CHECK FOLLOWING: ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ IN LWOP STATUS AT END OF WAITING PERIOD						9. NUMBER OF HOURS LWOP					
10. INITIALS OF CLERK						11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO	DA	YR						
14. AUTHENTICATION											
											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b

SECRET

PERSONNEL FOLDER (4)

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION: Payroll Section

SUBJECT: Changes in Assignment Request Designation -
Personal Services of **WOODE, James B.**

1. The Division request that copy of personal services assignment of JAMES
WOODE be changed effective 1/1/64 to **PERSONAL SERVICES** as follows:

FROM: **PERSONAL SERVICES** 6-3712-55-098

TO: **PERSONAL SERVICES** 6-3302-03

2. When this change is completed, it is requested that a
copy of this change be sent to the Chief, Finance Division,
Bureau of the Census, with the following information: **PERSONAL SERVICES**

BT

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS) AND SURNAME		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. JAMES S. WOODS 110032		20 Feb 1923		22 August 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
HEADQUARTERS 56		26 Aug 1956	50 USC 403 J	
FROM		TO		
BW-430.02		Intel Analyst BW-430.12		
		GS-0132.35-7 \$4660.00 per annum		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
		10. ORGANIZATIONAL DESIGNATIONS		
410025		DDP/71 Records Integration Division Analysis & Operations Branch Analysis Section		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		13. POSITION CLASSIFICATION ACTION		
2		BD-71		
14. VETERAN'S PREFERENCE		15. DATE OF APPOINTMENT		
NONE WWI OTHER 5-PT. 10 POINT		16. DATE OF APPOINTMENT		
1		17. DATE OF APPOINTMENT		
18. DATE OF APPOINTMENT		19. LEGAL RESIDENCE		
19. LEGAL RESIDENCE		20. REMARKS		
20. REMARKS		21. DATE OF APPOINTMENT		
21. DATE OF APPOINTMENT		22. DATE OF APPOINTMENT		
22. DATE OF APPOINTMENT		23. DATE OF APPOINTMENT		
23. DATE OF APPOINTMENT		24. DATE OF APPOINTMENT		
24. DATE OF APPOINTMENT		25. DATE OF APPOINTMENT		
25. DATE OF APPOINTMENT		26. DATE OF APPOINTMENT		
26. DATE OF APPOINTMENT		27. DATE OF APPOINTMENT		
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28. DATE OF APPOINTMENT		29. DATE OF APPOINTMENT		
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97. DATE OF APPOINTMENT		98. DATE OF APPOINTMENT		
98. DATE OF APPOINTMENT		99. DATE OF APPOINTMENT		
99. DATE OF APPOINTMENT		100. DATE OF APPOINTMENT		

ENTRANCE PERFORMANCE RATING:

Director of Personnel

4. PERSONNEL FOLDER COPY

POSTED
8/29/56 RRB

um 8/28/56

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

171

1. NAME (LAST - FIRST - MIDDLE - ONE GIVEN NAME, INITIALS) AND SURNAME Mr. James S. Woods 110032		2. DATE OF BIRTH 20 Feb 1928	3. JOURNAL OR ACTION NO.	4. DATE 2 Jul 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 15 Jul 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 403 j	
FROM		TO		
10 (CI) BS-753.03 GS-0136.33-7 \$4660.00 per annum NDF/VI Branch 1-Korea Base Records Integration Branch Personality Files Section Yokosuka, Japan		8. POSITION TITLE Intel Analyst BS-430.02 GS-0132.33-7 \$4660.00 per annum NDF/VI Records Integration Division Analysis & Operations Branch Analysis Section 410823 Washington, D. C.		
☒ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE ☐ WWII ☐ OTHER ☒ 5-PT ☐ 10 POINT ☐		14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☐ REAL ☐		
15. EXC ☒ 16. APPROPRIATION W FROM: 7-3740-55-055 TO: 7-6309-23 750-13		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) SD/ML
19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:				
20. REMARKS: POSTED <i>2/19/56</i> "Transfer TO Vouchered funds FROM Unvouchered funds." 3 BUD 04/21/52				
ENTRANCE PERFORMANCE RATING: Director of Personnel				
4. PERSONNEL FOLDER COPY				

SECRET

STANDARD FORM 52
 PREPARED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JOINT AND FEDERAL PERSONNEL
 MANUAL CHAPTER II

REQUEST FOR PERSONNEL ACTION

UNFOUCHERED

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. James S. Woods		2. DATE OF BIRTH 20 Feb 28	3. REQUEST NO.	4. DATE OF REQUEST 5 May 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment			6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.) Change in Title and Service Number			B. APPROVED: 17 JUN 1956	

FROM— Ops Off (CE) BFF 583.05-7 GS-0136.52-7 DDF/FE Korea Mission Records Integration Branch Personality Files Section Atsugi, Japan		9. POSITION TITLE AND NUMBER IO-CI BFF 583.05-7 GS-0136.53-7 DDF/FE Branch 1 - Korea Base Records Integration Branch Personality Files Section Yokosuka, Japan	TO—
10. SERVICE, GRADE AND SALARY		11. ORGANIZATIONAL DESIGNATIONS	
12. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL		13. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL SD:DI	

14. REMARKS (Use reverse if necessary)

T/O Changes

15. REQUESTED BY (Name and title)
H. F. Gilbert, FE Personnel Officer

16. REQUEST APPROVED BY

Signature: *[Signature]*

Title: **FE/COMO**

17. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Iris S. Wilson Ex 8761

18. VETERAN PREFERENCE

18A. WARS OTHER & PE	18B. POINT
18C. WARS OTHER	18D. OTHER

19. POSITION CLASSIFICATION ACTION

NEW VICE 1 A REAL

20. APPROPRIATION

FROM: **6-3740-55-096**
 TO: **SD:DI**

21. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)
Yes

22. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

23. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED
 STATE: **D.C.**

24. STANDARD FORM 50 REMARKS

1 JUN 1956

USED IN LIEU OF SF50
 NOT IN LIEU OF PERSONNEL ACTION

25. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR FOS CONTROL	<i>[Signature]</i>	21 May 56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<i>[Signature]</i>	21 May 56	
E.			

26. APPROVED BY

[Signature]

SECRET

By *[Signature]* **21 May 56**

15-6170

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL

(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE 1961-220020

1. Agency and organizational designation						2. Payroll period		3. Block No. UV		4. Step No.			
5. Employee's name (and social security account number when appropriate) WOODS, JAMES S.						6. Grade and salary GS-7 \$4525.00							
PAYROLL CHANGE DATA													
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.			NET PAY
7. Previous period													
8. New period													
9. Pay this period													
10. Remarks AED DIVISION						11. Appropriation(s) FE/7				12. Prepared by afw 1/10			
										13. Audited by			
☒ Periodic step increase ☐ Pay adjustment ☐ Other step increase													
14. Effective date 8 Apr 56	15. Date last equivalent increase 10 Apr 55	16. Old salary rate \$4525.00	17. New salary rate \$4660.00	18. Performance rating (in appropriate space covering LWOP during following periods): SERVICE AND CONDUCT ARE SATISFACTORY (Signatures or other authentication) (Check applicable box in case of excess LWOP) ☐ LWOP period of working period ☐ LWOP period of non-working period Initials of Clerk									
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): ☐ No excess LWOP, Total excess LWOP													
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. October 26, 1954, General Regulations No. 102													

CONFIDENTIAL

PAYROLL CHANGE SLIP — PERSONNEL COPY

S-E-C-R-E-T

COMBINED HR OFFICE ACTION IN LIEU OF SF-52

CHANGE OF OFFICIAL DESIGNATION

Effective Date - 22 April 1980

	<u>Name</u>	<u>Grade</u>	<u>D to DI</u>	<u>Name</u>	<u>Grade</u>
<u>FE</u>			<u>NEA</u>		
	ACANTORA, Julius	12		FRIAR, John R.	12
	GILLIS, Vincent A.	12			
	WATERS, Harry C., Jr.	11			
	WODES, James S.	07	<u>FI</u>		
	McCOY, Leonard V.	09		BECK, Marian R.	07
				ROY, Ruth R.	07
<u>EE</u>					
	MONTGOMERY, Hugh	12			
<u>SR</u>					
	THECICKAS, Aldona V.	07			
	KAPUSTA, Peter P.	11			
			<u>D to DS</u>		
<u>WE</u>					
	LOERS, Virginia	05			
			<u>D to DP</u>		
<u>EE</u>					
	McLAGHLIN, Mary S.	07			

by

17 April 1980

S-E-C-R-E-T

STANDARD FORM 52
FORM 52-1 (Rev. 1-54)
U. S. CIVIL SERVICE COMMISSION
JANUARY 1954 - PERSONNEL PERSONNEL
PERSONNEL, CHAPTER 1

SECRET

UNFOUCHERED

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname) Mr. James S. WOODS	2. DATE OF BIRTH 20 Feb 28	3. REQUEST NO.	4. DATE OF REQUEST 21 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: OPS. OPR. (CO) APR 10 1955	
FROM— IO (FI) BFF 602.02-5 GS-0136.51-45 \$3535.00 p/a DDP/FE Korea Mission Intelligence Division Positive Intelligence Branch Atsugi, Japan UNCONV. WARF. DIV.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO— IO (FI) BFF 602.02-7 GS-0136.52-47 \$4405.00 p/a Same Same Same Same Same RECORDS INTEGRATION BR. PERSONNEL SECURITY RISK SECTION	
☒ FIELD ☐ DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)
Attached herewith are Job Description, Dispatch, and DD/P Personnel Data Sheet.

B. REQUESTED BY (Name and title) H. C. Clinkdale, AS Personnel Officer	D. REQUEST APPROVED BY Signature: _____ Title: _____				
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) O. A. Feltow, FBI					
13. VETERAN PREFERENCE NONE ☒ WAR ☐ OTHER ☐ 14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ 1 A. ☐ 1 B. ☐ 1 C. ☐ 1 D. ☐ 1 E. ☐ 1 F. ☐ 1 G. ☐ 1 H. ☐ 1 I. ☐ 1 J. ☐ 1 K. ☐ 1 L. ☐ 1 M. ☐ 1 N. ☐ 1 O. ☐ 1 P. ☐ 1 Q. ☐ 1 R. ☐ 1 S. ☐ 1 T. ☐ 1 U. ☐ 1 V. ☐ 1 W. ☐ 1 X. ☐ 1 Y. ☐ 1 Z. ☐ 1 AA. ☐ 1 AB. ☐ 1 AC. ☐ 1 AD. ☐ 1 AE. ☐ 1 AF. ☐ 1 AG. ☐ 1 AH. ☐ 1 AI. ☐ 1 AJ. ☐ 1 AK. ☐ 1 AL. ☐ 1 AM. ☐ 1 AN. ☐ 1 AO. ☐ 1 AP. ☐ 1 AQ. ☐ 1 AR. ☐ 1 AS. ☐ 1 AT. ☐ 1 AU. ☐ 1 AV. ☐ 1 AW. ☐ 1 AX. ☐ 1 AY. ☐ 1 AZ. ☐ 1 BA. ☐ 1 BB. ☐ 1 BC. ☐ 1 BD. ☐ 1 BE. ☐ 1 BF. ☐ 1 BG. ☐ 1 BH. ☐ 1 BI. ☐ 1 BJ. ☐ 1 BK. ☐ 1 BL. ☐ 1 BM. ☐ 1 BN. ☐ 1 BO. ☐ 1 BP. ☐ 1 BQ. ☐ 1 BR. ☐ 1 BS. ☐ 1 BT. ☐ 1 BU. ☐ 1 BV. ☐ 1 BW. ☐ 1 BX. ☐ 1 BY. ☐ 1 BZ. ☐ 1 CA. ☐ 1 CB. ☐ 1 CC. ☐ 1 CD. ☐ 1 CE. ☐ 1 CF. ☐ 1 CG. ☐ 1 CH. ☐ 1 CI. ☐ 1 CJ. ☐ 1 CK. ☐ 1 CL. ☐ 1 CM. ☐ 1 CN. ☐ 1 CO. ☐ 1 CP. ☐ 1 CQ. ☐ 1 CR. ☐ 1 CS. ☐ 1 CT. ☐ 1 CU. ☐ 1 CV. ☐ 1 CW. ☐ 1 CX. ☐ 1 CY. ☐ 1 CZ. ☐ 1 DA. ☐ 1 DB. ☐ 1 DC. ☐ 1 DD. ☐ 1 DE. ☐ 1 DF. ☐ 1 DG. ☐ 1 DH. ☐ 1 DI. ☐ 1 DJ. ☐ 1 DK. ☐ 1 DL. ☐ 1 DM. ☐ 1 DN. ☐ 1 DO. ☐ 1 DP. ☐ 1 DQ. ☐ 1 DR. ☐ 1 DS. ☐ 1 DT. ☐ 1 DU. ☐ 1 DV. ☐ 1 DW. ☐ 1 DX. ☐ 1 DY. ☐ 1 DZ. ☐ 1 EA. ☐ 1 EB. ☐ 1 EC. ☐ 1 ED. ☐ 1 EE. ☐ 1 EF. ☐ 1 EG. ☐ 1 EH. ☐ 1 EI. ☐ 1 EJ. ☐ 1 EK. ☐ 1 EL. ☐ 1 EM. ☐ 1 EN. ☐ 1 EO. ☐ 1 EP. ☐ 1 EQ. ☐ 1 ER. ☐ 1 ES. ☐ 1 ET. ☐ 1 EU. ☐ 1 EV. ☐ 1 EW. ☐ 1 EX. ☐ 1 EY. ☐ 1 EZ. ☐ 1 FA. ☐ 1 FB. ☐ 1 FC. ☐ 1 FD. ☐ 1 FE. ☐ 1 FF. ☐ 1 FG. ☐ 1 FH. ☐ 1 FI. ☐ 1 FJ. ☐ 1 FK. ☐ 1 FL. ☐ 1 FM. ☐ 1 FN. ☐ 1 FO. ☐ 1 FP. ☐ 1 FQ. ☐ 1 FR. ☐ 1 FS. ☐ 1 FT. ☐ 1 FU. ☐ 1 FV. ☐ 1 FW. ☐ 1 FX. ☐ 1 FY. ☐ 1 FZ. ☐ 1 GA. ☐ 1 GB. ☐ 1 GC. ☐ 1 GD. ☐ 1 GE. ☐ 1 GF. ☐ 1 GG. ☐ 1 GH. ☐ 1 GI. ☐ 1 GJ. ☐ 1 GK. ☐ 1 GL. ☐ 1 GM. ☐ 1 GN. ☐ 1 GO. ☐ 1 GP. ☐ 1 GQ. ☐ 1 GR. ☐ 1 GS. ☐ 1 GT. ☐ 1 GU. ☐ 1 GV. ☐ 1 GW. ☐ 1 GX. ☐ 1 GY. ☐ 1 GZ. ☐ 1 HA. ☐ 1 HB. ☐ 1 HC. ☐ 1 HD. ☐ 1 HE. ☐ 1 HF. ☐ 1 HG. ☐ 1 HH. ☐ 1 HI. ☐ 1 HJ. ☐ 1 HK. ☐ 1 HL. ☐ 1 HM. ☐ 1 HN. ☐ 1 HO. ☐ 1 HP. ☐ 1 HQ. ☐ 1 HS. ☐ 1 HT. ☐ 1 HU. ☐ 1 HV. ☐ 1 HW. ☐ 1 HX. ☐ 1 HY. ☐ 1 HZ. ☐ 1 IA. ☐ 1 IB. ☐ 1 IC. ☐ 1 ID. ☐ 1 IE. ☐ 1 IF. ☐ 1 IG. ☐ 1 IH. ☐ 1 II. ☐ 1 IJ. ☐ 1 IK. ☐ 1 IL. ☐ 1 IM. ☐ 1 IN. ☐ 1 IO. ☐ 1 IP. ☐ 1 IQ. ☐ 1 IR. ☐ 1 IS. ☐ 1 IT. ☐ 1 IU. ☐ 1 IV. ☐ 1 IW. ☐ 1 IX. ☐ 1 IY. ☐ 1 IZ. ☐ 1 JA. ☐ 1 JB. ☐ 1 JC. ☐ 1 JD. ☐ 1 JE. ☐ 1 JF. ☐ 1 JG. ☐ 1 JH. ☐ 1 JI. ☐ 1 JJ. ☐ 1 JK. ☐ 1 JL. ☐ 1 JM. ☐ 1 JN. ☐ 1 JO. ☐ 1 JP. ☐ 1 JQ. ☐ 1 JR. ☐ 1 JS. ☐ 1 JT. ☐ 1 JU. ☐ 1 JV. ☐ 1 JW. ☐ 1 JX. ☐ 1 JY. ☐ 1 JZ. ☐ 1 KA. ☐ 1 KB. ☐ 1 KC. ☐ 1 KD. ☐ 1 KE. ☐ 1 KF. ☐ 1 KG. ☐ 1 KH. ☐ 1 KI. ☐ 1 KJ. ☐ 1 KK. ☐ 1 KL. ☐ 1 KM. ☐ 1 KN. ☐ 1 KO. ☐ 1 KP. ☐ 1 KQ. ☐ 1 KR. ☐ 1 KS. ☐ 1 KT. ☐ 1 KU. ☐ 1 KV. ☐ 1 KW. ☐ 1 KX. ☐ 1 KY. ☐ 1 KZ. ☐ 1 LA. ☐ 1 LB. ☐ 1 LC. ☐ 1 LD. ☐ 1 LE. ☐ 1 LF. ☐ 1 LG. ☐ 1 LH. ☐ 1 LI. ☐ 1 LJ. ☐ 1 LK. ☐ 1 LL. ☐ 1 LM. ☐ 1 LN. ☐ 1 LO. ☐ 1 LP. ☐ 1 LQ. ☐ 1 LR. ☐ 1 LS. ☐ 1 LT. ☐ 1 LU. ☐ 1 LV. ☐ 1 LW. ☐ 1 LX. ☐ 1 LY. ☐ 1 LZ. ☐ 1 MA. ☐ 1 MB. ☐ 1 MC. ☐ 1 MD. ☐ 1 ME. ☐ 1 MF. ☐ 1 MG. ☐ 1 MH. ☐ 1 MI. ☐ 1 MJ. ☐ 1 MK. ☐ 1 ML. ☐ 1 MN. ☐ 1 MO. ☐ 1 MP. ☐ 1 MQ. ☐ 1 MR. ☐ 1 MS. ☐ 1 MT. ☐ 1 MU. ☐ 1 MV. ☐ 1 MW. ☐ 1 MX. ☐ 1 MY. ☐ 1 MZ. ☐ 1 NA. ☐ 1 NB. ☐ 1 NC. ☐ 1 ND. ☐ 1 NE. ☐ 1 NF. ☐ 1 NG. ☐ 1 NH. ☐ 1 NI. ☐ 1 NJ. ☐ 1 NK. ☐ 1 NL. ☐ 1 NM. ☐ 1 NN. ☐ 1 NO. ☐ 1 NP. ☐ 1 NQ. ☐ 1 NR. ☐ 1 NS. ☐ 1 NT. ☐ 1 NU. ☐ 1 NV. ☐ 1 NW. ☐ 1 NX. ☐ 1 NY. ☐ 1 NZ. ☐ 1 OA. ☐ 1 OB. ☐ 1 OC. ☐ 1 OD. ☐ 1 OE. ☐ 1 OF. ☐ 1 OG. ☐ 1 OH. ☐ 1 OI. ☐ 1 OJ. ☐ 1 OK. ☐ 1 OL. ☐ 1 OM. ☐ 1 ON. ☐ 1 OO. ☐ 1 OP. ☐ 1 OQ. ☐ 1 OR. ☐ 1 OS. ☐ 1 OT. ☐ 1 OU. ☐ 1 OV. ☐ 1 OW. ☐ 1 OX. ☐ 1 OY. ☐ 1 OZ. ☐ 1 PA. ☐ 1 PB. ☐ 1 PC. ☐ 1 PD. ☐ 1 PE. ☐ 1 PF. ☐ 1 PG. ☐ 1 PH. ☐ 1 PI. ☐ 1 PJ. ☐ 1 PK. ☐ 1 PL. ☐ 1 PM. ☐ 1 PN. ☐ 1 PO. ☐ 1 PP. ☐ 1 PQ. ☐ 1 PR. ☐ 1 PS. ☐ 1 PT. ☐ 1 PU. ☐ 1 PV. ☐ 1 PW. ☐ 1 PX. ☐ 1 PY. ☐ 1 PZ. ☐ 1 QA. ☐ 1 QB. ☐ 1 QC. ☐ 1 QD. ☐ 1 QE. ☐ 1 QF. ☐ 1 QG. ☐ 1 QH. ☐ 1 QI. ☐ 1 QJ. ☐ 1 QK. ☐ 1 QL. ☐ 1 QM. ☐ 1 QN. ☐ 1 QO. ☐ 1 QP. ☐ 1 QQ. ☐ 1 QR. ☐ 1 QS. ☐ 1 QT. ☐ 1 QU. ☐ 1 QV. ☐ 1 QW. ☐ 1 QX. ☐ 1 QY. ☐ 1 QZ. ☐ 1 RA. ☐ 1 RB. ☐ 1 RC. ☐ 1 RD. ☐ 1 RE. ☐ 1 RF. ☐ 1 RG. ☐ 1 RH. ☐ 1 RI. ☐ 1 RJ. ☐ 1 RK. ☐ 1 RL. ☐ 1 RM. ☐ 1 RN. ☐ 1 RO. ☐ 1 RP. ☐ 1 RQ. ☐ 1 RR. ☐ 1 RS. ☐ 1 RT. ☐ 1 RU. ☐ 1 RV. ☐ 1 RW. ☐ 1 RX. ☐ 1 RY. ☐ 1 RZ. ☐ 1 SA. ☐ 1 SB. ☐ 1 SC. ☐ 1 SD. ☐ 1 SE. ☐ 1 SF. ☐ 1 SG. ☐ 1 SH. ☐ 1 SI. ☐ 1 SJ. ☐ 1 SK. ☐ 1 SL. ☐ 1 SM. ☐ 1 SN. ☐ 1 SO. ☐ 1 SP. ☐ 1 SQ. ☐ 1 SR. ☐ 1 SS. ☐ 1 ST. ☐ 1 SU. ☐ 1 SV. ☐ 1 SW. ☐ 1 SX. ☐ 1 SY. ☐ 1 SZ. ☐ 1 TA. ☐ 1 TB. ☐ 1 TC. ☐ 1 TD. ☐ 1 TE. ☐ 1 TF. ☐ 1 TG. ☐ 1 TH. ☐ 1 TI. ☐ 1 TJ. ☐ 1 TK. ☐ 1 TL. ☐ 1 TM. ☐ 1 TN. ☐ 1 TO. ☐ 1 TP. ☐ 1 TQ. ☐ 1 TR. ☐ 1 TS. ☐ 1 TT. ☐ 1 TU. ☐ 1 TV. ☐ 1 TW. ☐ 1 TX. ☐ 1 TY. ☐ 1 TZ. ☐ 1 UA. ☐ 1 UB. ☐ 1 UC. ☐ 1 UD. ☐ 1 UE. ☐ 1 UF. ☐ 1 UG. ☐ 1 UH. ☐ 1 UI. ☐ 1 UJ. ☐ 1 UK. ☐ 1 UL. ☐ 1 UM. ☐ 1 UN. ☐ 1 UO. ☐ 1 UP. ☐ 1 UQ. ☐ 1 UR. ☐ 1 US. ☐ 1 UT. ☐ 1 UY. ☐ 1 UZ. ☐ 1 VA. ☐ 1 VB. ☐ 1 VC. ☐ 1 VD. ☐ 1 VE. ☐ 1 VF. ☐ 1 VG. ☐ 1 VH. ☐ 1 VI. ☐ 1 VJ. ☐ 1 VK. ☐ 1 VL. ☐ 1 VM. ☐ 1 VN. ☐ 1 VO. ☐ 1 VP. ☐ 1 VQ. ☐ 1 VR. ☐ 1 VS. ☐ 1 VT. ☐ 1 VU. ☐ 1 VV. ☐ 1 VW. ☐ 1 VY. ☐ 1 VZ. ☐ 1 WA. ☐ 1 WB. ☐ 1 WC. ☐ 1 WD. ☐ 1 WE. ☐ 1 WF. ☐ 1 WG. ☐ 1 WH. ☐ 1 WI. ☐ 1 WJ. ☐ 1 WK. ☐ 1 WL. ☐ 1 WM. ☐ 1 WN. ☐ 1 WO. ☐ 1 WP. ☐ 1 WQ. ☐ 1 WR. ☐ 1 WS. ☐ 1 WT. ☐ 1 WY. ☐ 1 WZ. ☐ 1 XA. ☐ 1 XB. ☐ 1 XC. ☐ 1 XD. ☐ 1 XE. ☐ 1 XF. ☐ 1 XG. ☐ 1 XH. ☐ 1 XI. ☐ 1 XJ. ☐ 1 XK. ☐ 1 XL. ☐ 1 XM. ☐ 1 XN. ☐ 1 XO. ☐ 1 XP. ☐ 1 XQ. ☐ 1 XR. ☐ 1 XS. ☐ 1 XT. ☐ 1 XU. ☐ 1 XV. ☐ 1 XW. ☐ 1 XY. ☐ 1 XZ. ☐ 1 YA. ☐ 1 YB. ☐ 1 YC. ☐ 1 YD. ☐ 1 YE. ☐ 1 YF. ☐ 1 YG. ☐ 1 YH. ☐ 1 YI. ☐ 1 YJ. ☐ 1 YK. ☐ 1 YL. ☐ 1 YM. ☐ 1 YN. ☐ 1 YO. ☐ 1 YP. ☐ 1 YQ. ☐ 1 YR. ☐ 1 YS. ☐ 1 YT. ☐ 1 YU. ☐ 1 YV. ☐ 1 YW. ☐ 1 YX. ☐ 1 YY. ☐ 1 YZ. ☐ 1 ZA. ☐ 1 ZB. ☐ 1 ZC. ☐ 1 ZD. ☐ 1 ZE. ☐ 1 ZF. ☐ 1 ZG. ☐ 1 ZH. ☐ 1 ZI. ☐ 1 ZJ. ☐ 1 ZK. ☐ 1 ZL. ☐ 1 ZM. ☐ 1 ZN. ☐ 1 ZO. ☐ 1 ZP. ☐ 1 ZQ. ☐ 1 ZR. ☐ 1 ZS. ☐ 1 ZT. ☐ 1 ZU. ☐ 1 ZV. ☐ 1 ZW. ☐ 1 ZX. ☐ 1 ZY. ☐ 1 ZZ.					
15. SEX M ☒ F ☐	16. RACE W ☒ N ☐	17. APPROPRIATION FROM 6-3740-55-096 TO: Same	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT'S (SUCCESSORS ONLY) 4/1/55	20. LEGAL RESIDENCE STATE: D.C.

21. STANDARD FORM 50 REMARKS
**PERMANENT TO CO DIRECTIVE
100-100-100-100
TO: 11525
4/1/55**

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. LEAD OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY R. A. Stricklin			

SECRET

STANDARD FORM 52
FORM 52-1 (Rev. 1-54)
U.S. GOVERNMENT PRINTING OFFICE
16-50811-1 (GPO) : WASHINGTON, D.C. 20540

SECRET

2/24/55
Sam

REQUEST FOR PERSONNEL ACTION

UNFOUNDED

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

1. NAME (Mr., Miss, Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. WOODS	20 Feb 28		28 Jan 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
Reassignment		26 Oct 54	
7. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED:	
		26 Oct 1954	

FROM— IO (FI) BFF 602.02-5 GS-0136.51-45 \$5585.00 p/a DDP/FE Korean Mission WARFARE Division Korea	9. POSITION TITLE AND NUMBER	TO— IO (FI) BFF 602.02-5 GS-0136.51-45 \$5585.00 p/a Same Same Same Atsugi, Japan
10. SERVICE, GRADE, AND SALARY	11. ORGANIZATIONAL DESIGNATIONS	12. FIELD OR DEPARTMENTAL
		☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Subject arrived PCS Japan 26 Oct 54 per FKLA-5239 of 17 Nov 1954.

9. REQUEST APPROVED BY H. C. CLINGSdale, FE Personnel Officer O. A. FENLOW, FE/1 X9761	10. REQUEST APPROVED BY Signature: J. P. Humphries (Ward) Title: FSCMO 8 Feb 55
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11. VETERAN PRECEDENCE NAME TITLE GRADE PAY X X DISAB OTHER	12. APPOINTMENT CLASSIFICATION ACTION NEW RECALL T.A. RECALL SUBB
13. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	14. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY) STATE: D.E.

15. STANDARD FORM 50 REMARKS See Concern for Division - 18 Feb 55 2/24/55 Sam	16. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY) STATE: D.E.
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17. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEN. OR POS. CONTROL	SP	2/14/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMP.			
E.			

F. APPROVED BY Reynold P. Beck	SECRET	2/24/55
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GOVERNMENT PRINTING OFFICE: 1975 - 057274

1. Agency and organizational designation		2. Pay rate		3. Bio. No.		4. Bio. No.	
5. Employee's name (and social security account number when appropriate)		6. SSN - 0310					
PAY ROLL CHANGE DATA							
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	NET PAY
7. Previous normal							
8. New normal							
9. For this period							
10. Remarks				11. Appropriation(s)		12. Prepared by	
				72-0		JA 4/20/52	
						13. Audited by	
MIDNIGHT DIVISION							
14. Effective date		15. Date last increment		16. This salary rate		17. New salary rate	
6/1/52		7/1/52		9/1/52		10/1/52	
18. Performance rating is satisfactory or better.							
19. LWOP date if fill in appropriate space covering LWOP during following period(s):							
☐ No excess LWOP Total excess LWOP							
STANDARD FORM 100-11254-Rev. 11-50 Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102							
PAY ROLL CHANGE SLIP—PERSONNEL COPY							

STANDARD FORM 50

REV. APRIL 1951

PROMULGATED BY

U. S. CIVIL SERVICE COMMISSION

U. S. FEDERAL PERSONNEL MANUAL

CONFIDENTIAL
CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Conc. 26 Mar 1954 Jan

1. NAME (USE -- MR.-- MRS.-- ONE GIVEN NAME, INITIAL(S), AND SURNAME) JAMES S. Woods		2. DATE OF BIRTH 20 Feb 1928	3. JOURNAL OR ACTION NO.	4. DATE 16 Apr 1954
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Assignment		6. EFFECTIVE DATE B.O.B. 25 Apr 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM		TO		
Anal. Analyst EF 469.08 GS-0132.35-5 \$3410.00 per annum DP/VI Words Integration Division Processing and Records Branch Isolation Section Washington, D. C.		POSITION TITLE ID (VI) EPF 602.02-5 GS-0136.51-5 \$3410.00 per annum DP/VI Korean Mission Unconventional Warfare Division Korea		
☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☐ DEPARTMENTAL		
8. VETERAN'S PREFERENCE		9. POSITION CLASSIFICATION ACTION		
8A. WHEN OTHER: ☒ 8B. 15-POINT: ☒ 8C. DEAD: ☐ 8D. OTHER: ☐		9A. NEW: ☐ 9B. VKE: ☐ 9C. L.A.: ☐ 9D. REAL: ☐		
10. APPROPRIATION		11. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		
FROM: 4-239-83 TO: 4-372-55-096		Yes		
12. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		13. LEGAL RESIDENCE		
		☐ CLAIMED ☐ NOTED STATE: D. C.		

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

"Transfer TO Unvouchered funds FROM Vouchered funds."

*J. M. Carr
Mc*

HANCE PERFORMANCE RATING

Army Assistant Director

CONFIDENTIAL

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1954

4/16/54

CENTRAL INTELLIGENCE AGEN

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MRS.-MISS - OR OTHER NAME, INITIALS, AND SUFFIX) Mr. James S. Woods		2. DATE OF BIRTH 20 Feb. 28	3. JOURNAL OR ACTION NO. 8000	4. DATE 27 Feb. 54
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 28 Feb. 54	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM		TO		
8. POSITION TITLE Intel. Analyst BV 469.08		9. SERVICE, SERIES, GRADE, SALARY GS-0132-33-5 \$3410.00 per annum		
10. ORGANIZATIONAL DESIGNATION SI Staff		11. HEADQUARTERS SI Division Processing & Records Branch Consolidation Section		
12. FIELD OR DEPTL ☐ FIELD ☒ DEPARTMENTAL		13. FIELD OR DEPTL ☐ FIELD ☒ DEPARTMENTAL		
14. VETERAN'S PREFERENCE NONE ☐ WW ☐ OTHER ☒ SPT ☐ 15-PONT ☐ DISAB ☐ OTHER ☐		15. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L.A. ☐ REAL ☐ GS-01		
16. SEX M	17. RACE W	18. APPROPRIATION FROM: 4-2309-23 TO: 6000		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) Yes
20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:				

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

ENTRANCE PERFORMANCE RATING

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

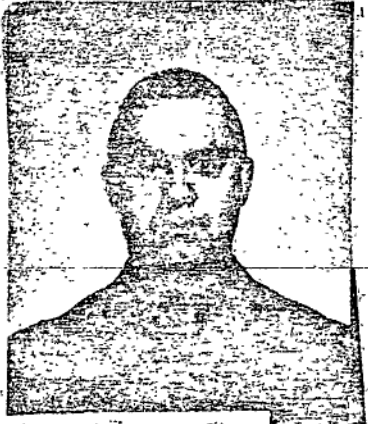
NOTIFICATION OF PERSONNEL ACTION

each

1. NAME (MR., MRS., MISS, SERGEANT, etc. GIVE NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James B. Woods		20 February 1928		5 June 1953
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promotion		7 June 1953	Sch A-6, 116(b)	
FROM		TO		
Intel. Anal. EV-469.08-4		Same EV-469.08		
GS-132-4 \$3175.00 per annum		GS-132-2 \$3110.00 per annum		
DDP/FI Records Integration Staff Processing & Records Branch Consolidation Section Washington, D.C.		Same Same Same Same Same		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		13. FIELD OR DEPT'L		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE WWI OTHER S-PT. 10-POINT DEAD-TO-OTHER		NEW VICE L.A. REAL		
X X		CD-FI		
15. SEX RACE		16. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)		17. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
M W		Yes		18. LEGAL RESIDENCE
17. APPROPRIATION FROM: 1189100 TO: 2309-20				CLAIMED PROVED STATE
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
EXTENSION 2027				
ENTRANCE PERFORMANCE RATING				
Chief, Personnel Division				

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS.-MRS.-ONE OF TWO NAME, INITIAL(S), AND SURNAME) Mr. James S. Woods		2. DATE OF BIRTH 20 Feb. 28	3. JOURNAL OR ACTION NO.	4. DATE 24 Apr. 53
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 26 Apr. 53	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)	
FROM Mail and File Clerk BV-304.00		TO Intell. Anal. BV-469.00-1		
8. SERVICE SERIES, GRADE, SALARY GS-4-303 \$3175.00 per annum		9. SERVICE SERIES, GRADE, SALARY GS-4-132 Same		
10. ORGANIZATIONAL DESIGNATIONS DDP/FI/RI Processing and Records Br. Consolidation Section		10. ORGANIZATIONAL DESIGNATIONS Same Same Same		
11. HEADQUARTERS Washington, D.C.		11. HEADQUARTERS Same		
12. FIELD OR DEPT. ☐ FIELD ☒ DEPARTMENTAL		12. FIELD OR DEPT. ☐ FIELD ☒ DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE ☒ WWI ☐ OTHER ☒ 5-PT. ☐ 10-POINT ☐ DEAD ☐ OTHER ☐		14. POSITION CLASSIFICATION ACTION RL# ☐ YRS ☐ L.A. ☐ REAL ☐		
15. SEX M 16. RACE W		17. APPROPRIATION 2309-00 FROM: 2309-20 TO:		18. SUBJECT TO C.S. RETIREMENT ACT (FPLS-40) YES
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☒ PROVED * STATE DC		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or annulled at any time. Service Commission. all requirements.				
				
ENTRANCE PERFORMANCE RATING: Woods, James S.				
Chief, Personnel Division				

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MISS, ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. James B. Woods		2. DATE OF BIRTH 20 Feb. 28	3. JOURNAL OR ACTION NO.	4. DATE 9 Mar. 53
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 15 Mar. 53	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)	
FROM File Clerk BY-356		TO Mail and File Clerk BY-364.03		
8. POSITION TITLE GS-4-305 \$3175.00 per annum DDP/VI/RI Processing and Records Br. File Section		9. SERVICE, SENIOR GRADE, SALARY GS-4 SAME SAME Consolidation Section		
10. ORGANIZATIONAL DESIGNATIONS Washington, D.C.		11. HEADQUARTERS		
12. FIELD OR DEPT'L ☐ FIELD ☒ DEPARTMENTAL		13. FIELD OR DEPT'L ☐ FIELD ☐ DEPARTMENTAL		
14. VETERAN'S PREFERENCE NONE ☐ WWI ☐ OTHER ☐ 5-PT. ☐ 10-POINT ☐ ☒ DISAB. ☐ OTHER ☐		15. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L.A. ☐ REAL ☐		
16. SEX ☒ M ☐ F	17. APPROPRIATION FROM: 11X2100 TO: 2309-20	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE ☒ CLAIMED ☐ PROVED STP
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				

ENTRANCE PERFORMANCE RATING

Chief, Personnel Division

4. PERSONNEL FOLDER COPY

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

COMBINED PERSONNEL ACTION

Page 9 of 36 pages

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

(1) Staff or Division RI (2) Date 17 November 1952 (3) Effective Date of Action 7 Dec 52
FROM TO

(1) NAME	(5) ORG. I.F. & POS. TITLE	(6) SCHEDULE SERIES-Grade	(7) SLOT NOS.	(8) ACTION	(9) ORG. I.F. & POS. TITLE	(10) SCHEDULE SERIES-Grade	(11) SLOT NOS.
Johnson, Dorothy A.	File Clerk	GS-4	X-32.03	A	File Supervisor	GS-305-4	BV-353.01
akers, Erma D.	File Clerk	GS-4	X-34.02	B	File Clerk	GS-305-4	BV-354.
Hallinan, Martha M.	File Clerk	GS-4	X-34.	B	File Clerk	GS-305-4	BV-354.01
Gawlor, Carol A.	File Clerk	GS-4	X-38.02	B	File Clerk	GS-305-4	BV-354.02
Law, Lois	File Clerk	GS-4	X-38.03	B	File Clerk	GS-305-4	BV-354.03
Pruitt, Earl B.	File Supervisor	GS-5	X-33.	B	File Supvr.	GS-305-5	BV-355.
Service & Correspondence Section							
Woods, James	File Clerk	GS-4	X-302.22	B	File Clerk	GS-305-4	BV-356.
File Section							
Lampace, Marie J.	File Clerk	GS-4	X-34.03	A	File Supervisor	GS-305-4	BV-357.
Riter, Irene M.	File Clerk	GS-4	X-32.02	B	File Clerk	GS-305-4	BV-358.
Iyddame, Mildred K.	File Clerk	GS-4	X-38.04	B	File Clerk	GS-305-4	BV-358.01
Ceppa, Loretta M.	File Clerk	GS-4	X-34.01	B	File Clerk	GS-305-4	BV-358.02

(12) APPROVED: [Signature] (13) APPROVED: [Signature] (14) APPROVED: [Signature]
Class & Range Div. Personnel Div.

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

(ml)

1. NAME (MR--MISS--MRS--ONE GIVEN NAME, INITIALS, AND SURNAME) Mr. James S. Woods		2. DATE OF BIRTH 20 Feb. '28	3. JOURNAL OR ACTION NO.	4. DATE 14 Aug. '52
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERM, POLICY) Promotion		6. EFFECTIVE DATE 17 Aug. '52	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule 6-116(h)	
FROM		TO		
File Clerk I-39.04 GS-3-305 \$2950.00 per annum OSO RI Processing and Records Branch File Section Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL		File Clerk I-102.22 GS-4-305 \$3175.00 per annum OSO RI Analysis and Operations Branch Service and Correspondence Section ☐ FIELD ☐ DEPARTMENTAL		
8. POSITION TITLE		9. SERVICE SERIES, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		
NONE ☐ WHITE ☐ OTHER ☐ 10-POINT DISAB. ☐ OTHER ☐		NEW ☐ VICE ☐ I. A. ☐ REAL ☐		
14. POSITION CLASSIFICATION ACTION		15. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		
16. SUBJECT TO C. S. RETIREMENT ACT (YES--NO) ☐ YES ☒ NO		17. APPROPRIATION FROM: 11X2100 TO:		
18. SEX ☒ M ☐ F		19. LEGAL RESIDENCE ☐ CLAIMED ☒ PROVED STATE:		
20. REMARKS: THIS ACTION IS SUBJECT TO APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
Chief, Personnel Division ENTRANCE EFFICIENCY RATING:				
SIGNATURE OR OTHER AUTHENTICATION <i>[Signature]</i>				

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) WOODS, James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE 12	6. SD D
7. OFFICIAL POSITION TITLE RECORDS ADMIN OFF CH		8. OFF. DIV. OR OF ASSIGNMENT DDO/CCS/REG	9. CURRENT STATION HQS		10. CODE (CS, I) X HQS, OF
11. TYPE OF APPOINTMENT		12. TYPE OF REPORT			
☒ CAREER	☐ RESERVE	☐ TEMPORARY	☐ INITIAL	☒ ANNUAL	☒ REASSIGNMENT
☐ CONTRACT	☐ SPECIAL	☐ OTHER	13. REPORTING PERIOD (FROM-TO) 01 July 76 - 08 July 77		14. DA's REPORT DUE IN O.P. 31 July 1977

SECTION B

QUALIFICATIONS UPDATE

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

NO

SECTION C

PERFORMANCE EVALUATION

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

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

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

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Chief of CCS Registry--Supervises employees in setting up and maintaining Staff files and necessary card indices; receiving, distributing and dispatching correspondence to and from the Staff; and processing requests for file traces and other information.	RATING LETTER O
SPECIFIC DUTY NO. 2 CCS Records Management Officer--Responsible for overall management of CCS records management program. Monitors developments in DDO records management policies and procedures; maintains liaison with ISS and DDO Records Management Officers; seeks improvement in CCS records organization and discipline.	RATING LETTER O
SPECIFIC DUTY NO. 3 Works with personnel responsible for developing and launching the CCS computerized records system (CENCO) to ensure proper integration of Registry Information.	RATING LETTER S
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER
O

CONFIDENTIAL
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

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

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

24

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

DATE

16 August 1977

OFFICIAL TITLE OF SUPERVISOR

DC/CCS

TYPED OR PRINTED NAME AND SIGNATURE

Arthur C. Close

2. BY EMPLOYEE

I HAVE ☒ OR HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.

DATE

SIGNATURE OF EMPLOYEE

James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

17 August 1977

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Central Cover Staff

TYPED OR PRINTED NAME AND SIGNATURE

ERICH W. ISENSTEAD

4. BY EMPLOYEE

I CERTIFY I HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE ☒ HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

1977
18 Aug

SIGNATURE OF EMPLOYEE

James S. Woods

CLASSIFICATION
CONFIDENTIAL

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) WOODS James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12	6. SD DAC
7. OFFICIAL POSITION TITLE RECORDS ADMIN OF CH		8. OFF/DIV/HR OF ASSIGNMENT DDO/CCS/REG	9. CURRENT STATION HQS		10. CODE (CA, F) K HQS. DF
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
☒ CAREER	☐ RESERVE	☐ TEMPORARY	☐ INITIAL	☒ ANNUAL	☐ REASSIGNMENT
☐ CONTRACT	☐ SPECIAL	☐ OTHER	13. REPORTING PERIOD (FROM-TO) 1 July 1975-30 June 1976		14. DATE REPORT DUE IN O.P. 30 July 1976

SECTION B

QUALIFICATIONS UPDATE

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

NO

SECTION C

PERFORMANCE EVALUATION

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

SPECIFIC DUTIES

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

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

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

O

CONFIDENTIAL
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

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

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

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 27 July 1976	OFFICIAL TITLE OF SUPERVISOR DC/CCS	TYPED OR PRINTED NAME AND SIGNATURE <i>Arthur C. Close</i> Arthur C. Close

2. BY EMPLOYEE

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

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have no difficulty in agreeing with the letter ratings and the narrative evaluation in the above report. Mr. Woods established the high level of his professional competence very soon after his assignment in CCS and has maintained this standard without interruption. I again must emphasize his abilities as supervisor in one of the toughest supervisory assignments known to me. With a Registry Chief like Mr. Woods, it is easy to come to the conclusion that running a registry of the complexity and volume as that of CCS is a cinch - at least he makes it appear that way.

DATE 29 July 1976	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, CCS	TYPED OR PRINTED NAME AND SIGNATURE <i>Erich W. Isenstead</i> Erich W. Isenstead
4. BY EMPLOYEE		
I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE ☒ HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE 29 July	SIGNATURE OF EMPLOYEE <i>James S. Woods</i> James S. Woods

CLASSIFICATION
CONFIDENTIAL

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A				GENERAL INFORMATION			
1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) Woods, James S.		3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12	6. DD DAC	
7. OFFICIAL POSITION TITLE Records Admin OF-CH		8. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REG	9. CURRENT STATION HQS		10. CODE (if any) X HQS DP		
11. TYPE OF APPOINTMENT				12. TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ CONTRACT ☐ OTHER (Spec.) ☐ TEMPORARY				☒ ANNUAL ☐ REASSIGNMENT ☐ SPECIAL			
13. REPORTING PERIOD (from-to) 1 January 1975 - 30 June 1975				14. DATE REPORT DUE IN O.P. 31 July 1975			

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

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1	RATING LETTER
Chief of Registry Section - supervises 7 employees	S

SPECIFIC DUTY NO. 2	RATING LETTER
Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O

SPECIFIC DUTY NO. 3	RATING LETTER
---------------------	---------------

SPECIFIC DUTY NO. 4	RATING LETTER
---------------------	---------------

SPECIFIC DUTY NO. 5	RATING LETTER
---------------------	---------------

SPECIFIC DUTY NO. 6	RATING LETTER
---------------------	---------------

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

SECRET

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

JUL 8 11 25 AM '75

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

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

1 year, 9 months

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

DATE

7 July 1975

OFFICIAL TITLE OF SUPERVISOR

Chief, CCS

TYPED OR PRINTED NAME AND SIGNATURE

Erich W. Isenstead

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

7 July 1975

SIGNATURE OF EMPLOYEE

James S. Woods

HAVE ATTACHED

HAVE NOT ATTACHED

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

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

DATE

7 July 1975

SIGNATURE OF EMPLOYEE

James S. Woods

CLASSIFICATION

SECRET

CLASSIFICATION

FITNESS REPORT

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

FORM 45 9-73 45

CLASSIFICATION
SECRET

E2, IMPDET CL BY 008317

14 NOV 1974

SECRET
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

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

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

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

SECTION E

CERTIFICATION AND COMMENTS

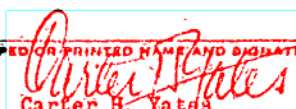
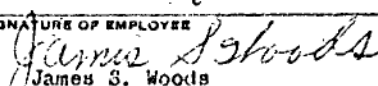
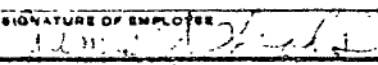
1. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
15 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
20 November 1974	Deputy Chief, CCS	<i>Carter H. Yates</i> Carter H. Yates
2. BY EMPLOYEE		
STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED ☒ HAVE NOT ATTACHED	20 Nov 74	<i>James S. Woods</i> James S. Woods
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of morale.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 November 1974	Chief, Cover and Commercial Staff	<i>Erich W. Isenstead</i> Erich W. Isenstead
4. BY EMPLOYEE		
I CERTIFY THAT I HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	25 Nov 74	<i>James S. Woods</i> James S. Woods

CLASSIFICATION
SECRET

SECRET
CLASSIFICATION

FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 010032		2. NAME (Last, first, middle) WOODS, JAMES S.			3. DATE OF BIRTH 02/20/28		4. SEX N	5. GRADE GS-11	6. DD D
7. OFFICIAL POSITION TITLE RECORDS ADMIN OF - CH			8. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REGISTRY		9. CURRENT STATION HEADQUARTERS		10. CODE (if any) X HQB DP		
11. TYPE OF APPOINTMENT					12. TYPE OF REPORT				
☒ CAREER	☐ RESERVE	☐ CONTRACT	☐ OTHER (Spec.)	☐ TEMPORARY	☒ ANNUAL	☐ REASSIGNMENT	☐ SPECIAL		
13. REPORTING PERIOD (from-to) 1 June 1973 - 31 May 1974					14. DATE REPORT DUE IN O.P. 30 June 1974				
SECTION B QUALIFICATIONS UPDATE									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									NO
SECTION C PERFORMANCE EVALUATION									
U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D. M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described. P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S—Strong Performance is characterized by exceptional proficiency. O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.									
SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).									RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Registry Section - supervises seven employees.									S
SPECIFIC DUTY NO. 2 Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.									O
SPECIFIC DUTY NO. 3 CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security.									S
SPECIFIC DUTY NO. 4									RATING LETTER
SPECIFIC DUTY NO. 5									RATING LETTER
SPECIFIC DUTY NO. 6									RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.									S

SECRET
CLASSIFICATION

SECTION D		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper. After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures. Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, Mr. Woods not only has had to learn the CCS "system" himself.			
SECTION E			
CERTIFICATION AND COMMENTS			
1. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
10 mos			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 June 1974	DC/CCS	 Carter H. Yates	
2. BY EMPLOYEE			
STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE	
☐ HAVE ATTACHED ☒ HAVE NOT ATTACHED	25 June 74	 James S. Woods	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
1 Aug	C/CCS	 Erich W. Isenstead	
4. BY EMPLOYEE			
I CERTIFY THAT I HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE	
	1 July 74	 James S. Woods	

CLASSIFICATION
SECRET

SECRET

Fitness Report Woods, James D. 010032

SECTION D NARRATIVE COMMENTS (continued)

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

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

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

SECRET

SECRET

(When Filled In)

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

SECRET

O MAY

SECRET

(When Filled In)

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

SECRET

SECRET

(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Wagner</u> of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.			
This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
17 July 1972	/s/ James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 July 1972	Admin Officer	/s/ Thomas McKinley	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I concur in the comments of the rating officer and believe the overall outstanding rating is well deserved. Subject is a first-rate Records Management officer - deeply interested in his work, conscientious in the extreme and always looking for an innovative approach that will upgrade the functioning of Registry and better serve Station needs. Without losing sight of the unending pressure to reduce and periodically reorder the Station's holdings, this officer avoids assuming attitudes that are cast in cement. He works with the Branches and individual officers in solving problems rationally. He is unfailingly pleasant and courteous and is well-liked by all. The Station is fortunate to have			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
25 July 1972	DCOS	/s/ Joseph A DiStefano	

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CN DUTY

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb. '28	3. SEX M	4. GRADE GS-10
5. OFFICIAL POSITION TITLE Records Admin Off			7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/I	8. CURRENT STATION Rome	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☒ ANNUAL ☐ REASSIGNMENT SUPERVISOR ☐ REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 4 July 1971-30 September 1971		
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described. P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S-Strong Performance is characterized by exceptional proficiency. O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and other registry duties.					S
SPECIFIC DUTY NO. 2 Station Records Officer - Responsible for the Station's record program and to give guidance and/or assist the Station officers when called upon to do so.					S
SPECIFIC DUTY NO. 3 Cable Analyst - Process and distribute all incoming and outgoing cable traffic, this includes maintenance of the chrono files.					S
SPECIFIC DUTY NO. 4 Top Secret Control Officer.					P
SPECIFIC DUTY NO. 5					
SPECIFIC DUTY NO. 6					
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.			
I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
4 October 1971	/s/ James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
2½ months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
4 October 1971	Chief, Support	/s/ Thomas McKinley	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Since I have just arrived at the Station I have not had an opportunity to observe this officer's performance. However, I respect the rating officer's judgment, which in this case coincides with other favorable comments I have heard about the Subject. I therefore defer to the rating officer's evaluation.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
4 October 1971	Deputy Chief of Station	/s/ Joseph A. Distefano	

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SECRET
(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Number of hours of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.			
Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)! What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual. /continued/			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
	Subject now in Rome Station		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
4 months	See above		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
27 July 1971	ADC/EUR/Italy	R. Campbell James	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I concur in the above evaluation. Subject turned in a most impressive performance during his brief time on the Italian Branch. Largely as a result of his enthusiasm and initiative, the Branch was able to achieve what had never been accomplished before; a complete overhaul, cleaning, purging, and restructuring of its filing system. To his credit, Subject has a keen appreciation for operational requirements and all of this work was done without sacrificing the future utilization of information acquired in the past; on the contrary, the efficient use of this material has been so enhanced that it will surely be reflected in our future operations. Mr. Woods has a unique contribution to make in Rome or any other place he is assigned. The Station is fortunate to have him...his presence is sorely needed to do the same thing in Rome that he has just accomplished			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
27 July 1971	Chief/Italian Branch	Herschel F. Peak	

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-2-

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

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

Fitness Report

James S. Woods

(continued)

SECTION D.3. (continued).

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

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(When Filled In)

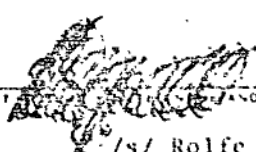
FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
Woods, James S.			20 Feb 23	M	GS-10 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION
Recs Adm Off			DDP/EUR/BCR		London
9.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

SECRET

Reviewed by CD-SPD/PPB

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Managerial performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.			
In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
17 Nov 1970	James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
4 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 November 1970	DCOS	/s/ Cameron J. LaClair	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE AND SIGNATURE	
23 November 1970	COS	 /s/ Rolfe Kingsley	

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SECRET
(When Filled In)

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

SECRET

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

SECRET

SECRET
(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Analyze or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. He arrived ten months ago at this post with considerable experience in Registry work at Headquarters and at other field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and manpower are usually imaginative and practical. He himself is a remarkably well-organized, conscientious and cooperative person. He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a Foreign Service reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hard-worked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
9 October 1969	/s/ James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
9 October 1969		/s/ David D. Whipple	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur with this very favorable assessment. Subject has a real talent for work in his chosen field and his professional accomplishments here have been impressive. Subject's career should be watched with care and there should be room for considerable advancement in the Records Management end of our business.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
5 November 1969		/s/ Bronson Tweedy	

SECRET

SECRET

(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.			
This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.			
During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.			
Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.			
The personnel under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.			
Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
21 Sept 1968	/s/James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
14			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
21 Sept 1968	Records Admin Officer	/s/John K. Smith	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I concur in the ratings and comments of the Rating Officer. Subject has been most amenable and responsive to positive direction.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
21 Sept 1968	Ctr Officer	/s/Vincent M. Lockhart	

SECRET

14-00000

S E C R E T

-2-

NARRATIVE COMMENTS, Section C. (Continued)

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

Subject is cost conscious.

S E C R E T

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				010032			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Woods, James S.			20 Feb 28	M	GS-9	D	
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Records Admin Officer			DDP/FE/VHO		Vietnam		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C)			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR ☐ ANNUAL ☐ REASSIGNMENT EMPLOYEE				
SPECIAL (Specify):			☒ SPECIAL (Specify): Promotion				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)				
			1 Oct 67 - 31 March 68				
SECTION B PERFORMANCE EVALUATION							
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Chief Station Registry						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Management and training of Personnel under his supervision						P	
SPECIFIC DUTY NO. 3						RATING LETTER	
Scheduling of routine and exceptional work assigned to his unit						O	
SPECIFIC DUTY NO. 4						RATING LETTER	
Preparation of routine and other reports on the activities of his Section						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Overall Security of Registry operations						P	
SPECIFIC DUTY NO. 6						RATING LETTER	
20 MAY 1968 OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

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

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

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

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
8 MONTHS	Subject has not reviewed this report inasmuch as it recommends him for promotion.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Records Admin Officer	/s/John K. Smith
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Ops Officer	/s/Vincent Lockhart

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032 ✓	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb. '28	3. SEX M	4. GRADE GS-9
5. OFFICIAL POSITION TITLE Records Admin Of			7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/VNO	8. CURRENT STATION Vietnam	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☐ CAREER ☐ RESERVE ☐ TEMPORARY ☒ CAREER-PROVISIONAL (See instructions - Section C) ☐ SPECIAL (Specify):			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE ☐ SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 10 May 1967 - 30 Sep. 1967		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief, Station Registry Section					RATING LETTER P
SPECIFIC DUTY NO. 2 Management and training of personnel under his supervision					RATING LETTER A
SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit.					RATING LETTER S
SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section.					RATING LETTER P
SPECIFIC DUTY NO. 5 Overall security of Registry operations.					RATING LETTER A
SPECIFIC DUTY NO. 6 29 NOV 1967					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER P

SECRET
(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper. Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level. During the past several months, the Section has undergone several changes and assumed additional functions under his guidance. Subject is cost conscious in the use of supplies and equipment in his Section. Subject is attending evening courses leading toward his degree to further himself professionally.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
14 Aug 1967	/s/James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
14 Oct 1967	Records Admin Officer	/s/John K. Smith	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I concur in the ratings and comments of the supervisor. In fairness to the employee, it should be noted that the supervisor is a conscientious and conservative rater.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
14 Oct 1967	Ops Officer	/s/Vincent M. Lockhart	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032 ✓	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
Woods, James S.			20 Feb. 28	M	GS 9
5. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION	
Records Admin Officer			DCI/FE/THO	VIETNAM	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☐ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☒ REASSIGNMENT SUPERVISOR		
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☐ ANNUAL ☐ REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			14 Jan 67 - 9 May 67		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Chief, Registry with supervisory responsibility for 8 employees.					8
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
28 JUN 1967					
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. <i>Jun 12 10 44 AM '67</i> Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations. Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.			
SECTION D. CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 8 May 1967	SIGNATURE OF EMPLOYEE /s/James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 8 May 1967	OFFICIAL TITLE OF SUPERVISOR Records Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/Richard Richardson	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL Concur with rating and narrative comments. Subject is employing in this position his cumulative experience as a Registry supervisor at previous posts. Subject has contributed to the improvement of Registry procedures and in-country courier system of this large and fast moving station.			
DATE 15 May 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/Terry T. Shies	

SECRET

SECRET
(When Filled In)

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

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

OFFICE

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

FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 15 August 1966	SIGNATURE OF EMPLOYEE James Woods /S/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 14	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 August 1966	OFFICIAL TITLE OF SUPERVISOR OPS. Officer	TYPED OR PRINTED NAME AND SIGNATURE Kenneth Miller /S/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL Concur in above rating.		
DATE 17 August 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE William E. Nelson /S/

SECRET

SECRET

(When Filled In)

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

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Woods

Dec 15 9 21 AM '65

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

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

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 27 October 1965	SIGNATURE OF EMPLOYEE /s/ James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 27 October 1965	OFFICIAL TITLE OF SUPERVISOR Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ Kenneth P. Miller
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I agree with his supervisor that Subject is unusually competent in his field and fully deserving of a "Strong" rating. Subject displays unflagging enthusiasm for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.		
DATE 2 November 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ Horace E. Feldman

SECRET

SECRET
(When Filled In)

1371

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
Woods, James S.			20 Feb 1923	M	GS-09 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Intel Analyst Gen			DDP/FE Tokyo		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☒ REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 October 1964 - 30 June 1965		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station					S
SPECIFIC DUTY NO. 2					RATING LETTER
Supervises six Registry employees					S
SPECIFIC DUTY NO. 3					RATING LETTER
Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station					S
SPECIFIC DUTY NO. 4					RATING LETTER
Analyzes and distributes all incoming and outgoing Station cables					O
SPECIFIC DUTY NO. 5					RATING LETTER
Supervises the Station Flexowriter					S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
29 JUN 1965					S

SECRET
(When Filled In)

SECTION C			NARRATIVE COMMENTS		
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for rating ⁹⁰²¹⁷ promotion. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B in providing basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. As Chief of the Station Registry this employee continues to perform ⁹⁰²¹⁷ exceptionally proficient level with little supervision from his supervisor. His supervisor ⁹⁰²¹⁷ being reassigned and is scheduled to be replaced by another officer who will necessarily need several months to become knowledgeable of Registry activities. ⁹⁰²¹⁷ However there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and high standards of achievement to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry employees at little cost to the Government. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1964, it is recommended that this employee should be promoted to the next higher grade at the earliest possible opportunity.					
SECTION D			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
4 June 65	/s/ James S. Woods				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
45					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
4 June 65	Cop Officer	/s/ Frederick Randall			
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
Subject takes his job seriously and performs it in strong fashion. I would say that he displays more energy, interest, and continuing attention than just about anyone else I've seen in registry-type work.					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
10 June 65	DCGS	/s/ Horace Z. Feldman			

SECRET

~~CONFIDENTIAL~~ Attachment No. 10 FJL 2202
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				010032	
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb 23	3. SEX M	4. GRADE GS-09
5. OFFICIAL POSITION TITLE Intel Analyst Gen			6. OFF/DIV. BR OF ASSIGNMENT DDP/FE/JKO		
7. CHECK (X) TYPE OF APPOINTMENT			8. CURRENT STATION Tokyo		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			9. CHECK (X) TYPE OF REPORT ☒ INITIAL ☐ ANNUAL ☐ SPECIAL (Specify):		
10. CAREER-PROVISIONAL (See Instructions - Section C)			11. REASSIGNMENT SUPERVISOR		
11. SPECIAL (Specify):			12. REASSIGNMENT EMPLOYEE		
12. DATE REPORT DUE IN O.P. 30 Nov 64			13. REPORTING PERIOD (From - to) 1 October 1963 - 30 September 1964		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station					S
SPECIFIC DUTY NO. 2 Supervises six Registry employees					S
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station					S
SPECIFIC DUTY NO. 4 Analyzes and distributes all incoming and outgoing Station cables					S
SPECIFIC DUTY NO. 5 Supervises the Station Flexewriter					S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

1 Oct 64

SIGNATURE OF EMPLOYEE

/s/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

1 Oct 64

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Frederick Randall

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

29 Oct 64

OFFICIAL TITLE OF REVIEWING OFFICIAL

COS

TYPED OR PRINTED NAME AND SIGNATURE

/s/ William V. Broe

SECRET

CONFIDENTIAL
SECRET
(When Filled In)

ATT TO FJTT-10860

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 10032	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb 28	3. SEX N	4. GRADE GS-09	5. SD D
6. OFFICIAL POSITION TITLE Intel Analyst Gen			7. OFF. DIV/BR OF ASSIGNMENT DDP/FE/JKO		8. CURRENT STATION Tokyo	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
☒ CAREER	☐ RESERVE	☐ TEMPORARY	☐ INITIAL		☐ REASSIGNMENT SUPERVISOR	
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☒ ANNUAL		☐ REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 30 November 1963			12. REPORTING PERIOD (From - to) 1 Oct 62-30 Sep 63			
SECTION B PERFORMANCE EVALUATION						
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.						S
SPECIFIC DUTY NO. 2 Supervises six Registry employees						P
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.						P
SPECIFIC DUTY NO. 4 Analyzes and distributes all incoming and outgoing Station cables.						P
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						S

CONFIDENTIAL
SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
10 Sept. 63	/s/ James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 Sept. 63	Chief, Ops Support Staff	/s/ Frederick Randall
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I concur in this rating and add that this employee has not let the very serious personal problems thrust upon him during this period interfere in any way with his consistently dependable performance. In this key role, in any station of this size, dependability, reliability, and confidence are "musts" and while there are quite naturally small aggravating incidents of mis-routing or mis-direction of documents, I have been struck by the lack of them here, because ratee has the "must" qualities. His performance certainly warrants favorable consideration of the projected promotion action.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 September 63	Deputy Chief of Station	Robert Wheeler <i>LR</i>

SECRET

SECRET

(When Filled In)

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

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

25 Oct. 1962

SIGNATURE OF EMPLOYEE

James S. Woods /s/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Frederick Randall

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject has done and continues to do well what is expected of him. In amplification of the last sentence of the rater's comments (Section C) Subject has made the adjustment to "fewer people" and "more difficult working conditions" quite well, without trouble and more importantly with no impediment to the CRR service.

DATE

26 Oct 1962

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

Robert P. Wheeler

SECRET

SECRET
(When Filled In)

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

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Ratee has been in charge of station registry since 24 April 61. This has been a period of dramatic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (RI) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention means to me that he is doing well. Another six months should tell us more on this score.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE SIGNATURE OF EMPLOYEE

6 Oct 61

[Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

Ops Officer

Wheeler, Robert P.

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

Ops Officer

Wheeler, Robert P.

SECRET

SECRET
(When Filled In)

20 DEC 1960

2 (Rev. 1960) FITNESS REPORT				EMPLOYEE SERIAL NUMBER 110032							
SECTION A GENERAL											
1. NAME (Last) NEEDS (First) James (Middle) S.		2. DATE OF BIRTH 20 February 1928		3. SEX M	4. GRADE GS-9						
5. SERVICE DESIGNATION DI		6. OFFICIAL POSITION TITLE Records Management Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/12/Secretariat							
8. CAREER STAFF STATUS			9. TYPE OF REPORT								
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ PENDING ☐ DECLINED ☐ DENIED			☒ INITIAL ☐ REASSIGNMENT/SUPERVISOR ☐ ANNUAL ☐ REASSIGNMENT/EMPLOYEE								
10. DATE REPORT DUE IN O.P. 31 October 1960		11. REPORTING PERIOD From Sep 57 - 30 Sep 60		12. SPECIAL (Specify)							
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1 Liaison with RID, DDP/RMO, DDP/MWU, other Division records officers, etc., re implementation of DDP records management program		RATING NO. 6	SPECIFIC DUTY NO. 4 Assistance to FE personnel in problems of retention and retirement of records		RATING NO. 6						
SPECIFIC DUTY NO. 2 Training and assistance to FE personnel in records management procedures		RATING NO. 5	SPECIFIC DUTY NO. 5 Guidance to field records officers		RATING NO. 5						
SPECIFIC DUTY NO. 3 Planning and development of Division vital materials program		RATING NO. 5	SPECIFIC DUTY NO. 6 Implementation of various records purges and records programs		RATING NO. 5						
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5						
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											X
RESOURCEFUL											X
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X	
DOES HIS JOB WITHOUT STRONG SUPPORT										X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X
WRITES EFFECTIVELY										X	
SECURITY CONSCIOUS											X
THINKS CLEARLY											X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											X
OTHER (Specify):											

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

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

Mr. Woods' work during the last year was the basis for a commendation of the Division's records program by CDF.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE 16 DEC 1960

SIGNATURE OF EMPLOYEE *James J. Woods*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
20

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE 16 December 1960

OFFICIAL TITLE OF SUPERVISOR C/FE/ESEC

TYPED OR PRINTED NAME AND SIGNATURE
Harriet L. Weller
Harriet L. Weller

3. BY REVIEWING OFFICIAL

- ☒ I COULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- ☐ I COULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- ☐ I COULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- ☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL
FE/EXO

TYPED OR PRINTED NAME AND SIGNATURE
Orrin R. Magill, Jr.
Orrin R. Magill, Jr.

SECRET

SECRET
(When Filled In)

RECORDED
6020

1 JUL 1959

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 110032			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) WoodsGarnesJ.			2. DATE OF BIRTH 20 February 1928		3. SEX M		4. GRADE AS-7
5. SERVICE DESIGNATION OI		6. OFFICIAL POSITION TITLE Records Mgmt Officer			7. OFF/DIV/BR OF ASSIGNMENT OFFICE/Secretariat		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
☐ NOT ELIGIBLE		☒ MEMBER		☐ DEFERRED		☐ INITIAL	
☐ PENDING		☐ DECLINED		☐ DENIED		☒ ANNUAL	
10. DATE REPORT DUE IN O.P. 31 October 1959				11. REPORTING PERIOD From 1 Sep 58 to 30 Sep 59		12. SPECIAL (Specify)	
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc, re implementation of records mgt program				RATING NO. 6		SPECIFIC DUTY NO. 4 Assistance to FE personnel in problems of retention and retirement of records	
SPECIFIC DUTY NO. 2 Training and assistance for FE personnel in records mgt procedures				RATING NO. 4		SPECIFIC DUTY NO. 5 Guidance to field records officers	
SPECIFIC DUTY NO. 3 Planning and development of Division vital materials program				RATING NO. 4		SPECIFIC DUTY NO. 6 Guidance in all records problems	
RATING NO. 5							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

This report has been prepared in accordance with FE Division standards which recognize the value of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 29 Oct 59	SIGNATURE OF EMPLOYEE James S. Hoods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 7	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 27 October 1959	OFFICIAL TITLE OF SUPERVISOR C/FE/ESEC	TYPED OR PRINTED NAME AND SIGNATURE Harriet Weiler
3. BY REVIEWING OFFICIAL		
☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL: Subject is a promising young records officer. He has demonstrated a capability for growth and for assuming greater responsibility. He is very much interested in records management and wants to make a career of it. His career development should be designed to afford him opportunities for maximum development both in terms of varied Headquarters experience and in field assignments.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL FE/EXO	TYPED OR PRINTED NAME AND SIGNATURE Orlin E. Magill, Jr.

SECRET

SECRET

(When Filled In)

FF-25

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) Woods	2. DATE OF BIRTH 30 Feb 1938	3. SEX M	4. SERVICE DESIGNATION DT
5. OFFICE DIVISION BRANCH OF ASSIGNMENT DDP/ FE/PSR/Manila	6. OFFICIAL POSITION TITLE Asst. Dir. of Station, Melb		
7. GRADE GS-7	8. DATE REPORT DUE IN OP 21 August 1958 - 4 Sept 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 August 1958 - 4 September 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X For TDY Period--MELB

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

☒ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "C" OR "D", A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
☐ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
☐ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 18 Sept 1958	C. SIGNATURE OF SUPERVISOR Collins G. Harris	D. SUPERVISOR'S OFFICIAL TITLE 1st of Station, Melb
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2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY [Signature]	DATE 3 NOV 1958
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I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPE IN PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

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

SECRET

2. RATINGS IN PERFORMANCE OF SPECIFIC DUTIES		OFFICE OF PERSONNEL																									
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during this period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same or similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERVIEWS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPIST</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERVIEWS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPIST	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERVIEWS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
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TYPIST	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2. BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3. PERFORMS THIS DUTY ACCEPTABLY 4. PERFORMS THIS DUTY IN A COMPETENT MANNER 5. PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB		6. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS DOING SIMILAR JOBS 7. EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																									
DESCRIPTIVE RATING NUMBER	SPECIFIC DUTY NO. 1	SPECIFIC DUTY NO. 2	SPECIFIC DUTY NO. 3																								
	Installing new RI Filing System	Develops new Programs																									
	Surveying Station Files	Manages Files																									
	Oral Briefing																										
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job STRENGTHS: Ability to see another's viewpoint and to work out satisfactory compromises between the RI system and operational requirements of the Melbourne Station. WEAKNESSES: None observed.																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the past, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level. 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2. OF DOUBTFUL SUITABILITY - I WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3. A BARELY ACCEPTABLE EMPLOYEE...BETTER AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																											
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO ☐ MAY BE EXPLAIN FULLY:																											

SECRET

SECRET

(When Filled In)

25

PWA

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) WOODS (First) James (Middle) S.	2. DATE OF BIRTH 20 Feb. 1928	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila		6. OFFICIAL POSITION/TITLE Records Management Analyst	
7. GRADE GS-7	8. DATE REPORT DUE IN OF 8 December 1957 - September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
10. TYPE OF REPORT (Check one)	INITIAL ☐	REASSIGNMENT-SUPERVISOR ☐	SPECIAL (Specify) Promotion
	ANNUAL ☐	REASSIGNMENT-EMPLOYEE ☒	

SECTION B.

CERTIFICATION

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

Absent from Station. Will be shown upon return.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE 4 Sept 1958	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Ray F. Drummond	D. SUPERVISOR'S OFFICIAL TITLE C/Adm
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2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY H.B.	DATE 10/27/58
CONTINUED ON ATTACHED SHEET	

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

A. THIS DATE 4 Sept 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COG
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS

SECRET

Performance

(4)

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed by this rating person. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
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TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
DESCRIPTIVE RATING NUMBER <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS																										
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																										
3 - PERFORMS THIS DUTY ACCEPTABLY																											
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER																											
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB																											
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Supervises 2 Records Mgm. Analysts	5	Processes files in accordance with Specific Records System	6																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Devises Records Systems to suit Station needs.	6																										
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
Trains Station personnel in Records maintenance.	5																										
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. Strengths: Works hard and fast. Able to analyze problems and organize work of Records Management Team in methodical sequence. Weakness: No notable weaknesses.																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level. 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...DELOES AVERAGE BUT WITH NO REARNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																											
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO EXPLAIN FULLY:																											

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) WOODE	(First) James	(Middle) B.	2. DATE OF BIRTH 20 Feb. 1928	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila			6. OFFICIAL POSITION TITLE Records Management Analyst		
7. GRADE GS-7	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 8 December 1957 - September 1958			
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify) Promotion		
	ANNUAL	REASSIGNMENT-EMPLOYEE			

SECTION F.

CERTIFICATION

1. FOR THE RATED: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 1 Sept. 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Ray F. Drummond	C. SUPERVISOR'S OFFICIAL TITLE C/Adm
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 1 Sept. 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COB

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

RATING NUMBER **6**

2. SUPERVISORY POTENTIAL

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

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

FORM NO. 45 (Part II) 1 NOV 55

REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE

SECRET

Potential

(4)

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION 6 months	4. COMMENTS CONCERNING POTENTIAL OFFICE OF PERSONNEL Oct 14 9 17 AM '58 MAIL ROOM
--	--

SECTION II. FUTURE PLANS	
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL None planned nor available while on current overseas tour.	
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS Subject single and willing serve geographic locations. Believe subject performs best in demanding assignments.	

SECTION I. DESCRIPTION OF INDIVIDUAL					
DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.					
X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS PERSISTENT
4	8. HAS MEMORY FOR FACTS	3	18. IS OBEYANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	3	19. THINKS CLEARELY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	5	30. DOES NOT BECOMES BORED AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FF-35 20 SEP 58

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-374. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) WOODS James B.	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
7. GRADE	8. DATE REPORT DUE IN 'OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 4 April - 30 June 1958	
10. TYPE OF REPORT (Check one)	INITIAL ANNUAL	PERMANENT SUPERVISOR PERMANENT EMPLOYEE	SPECIAL (Specify) T.D.Y.

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

☐ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "C" OR "D", A WARNING LETTER WAS SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
☒ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND OTHER SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE

10 July 1958

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

Orrin R. McGill, Jr.

D. SUPERVISOR'S OFFICIAL TITLE

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

BY DATE

2.8 **11/20/58**
ALL **10/20/58**

☐ CONTINUED ON ATTACHED SHEET

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

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

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

6 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2. Barely adequate in performance. Although he has had specific guidance or training, he often fails to carry out responsibilities.
	3. Performs most of his duties acceptably, occasionally reveals some areas of weakness.
	4. Performs duties in a competent, effective manner.
	5. A fine performer. Carries out many of his responsibilities exceptionally well.
	6. Performs his duties in such an outstanding manner that he is equalled by few other persons known to the supervisor.

COMMENTS:

SECRET

(When Filled In)

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

ORAL BRIEFING
GIVING LECTURES
CONDUCTING SEMINARS
WRITING TECHNICAL REPORTS
CONDUCTING EXTERNAL LIAISON
TYPING
TAKING DICTATION
SUPERVISING

HAS AND USES AREA KNOWLEDGE
DEVELOPS NEW PROGRAMS
ANALYZES INDUSTRIAL REPORTS
MANAGES FILES
OPERATES RADIO
COORDINATES WITH OTHER OFFICES
WRITES REGULATIONS
PREPARES CORRESPONDENCE

CONDUCTS INTERROGATIONS
PREPARES SUMMARIES
TRANSLATES GERMAN
DEBRIEFING SOURCES
KEEPS BOOKS
DRIVES TRUCK
MAINTAINS AIR CONDITIONING
EVALUATES SIGNIFICANCE OF DATA

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

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

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D: SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

29 SEP 1958

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James S.			
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
7. GRADE		8. DATE REPORT DUE IN OF	
		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
		4 April - 30 June 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	PERMANENT-EMPLOYEE	T.D.Y.

SECTION F.

CERTIFICATION

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

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
 INSTRUCTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

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

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

3

None

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

None

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER

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

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

SECRET

SECRET

(When Filled)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

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

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

D. THIS DATE

22 July 1957

E. SIGNED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

James L. Brogdon

F. SUPERVISOR'S OFFICIAL TITLE

Coordinator, 201 Control Unit

G. OFFICIAL TITLE OF REVIEWING OFFICIAL

RI/Analysis Section

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

BY	DATE
Posted Pos. Control	20 7/23/57
Reviewed by PUD	D. L. REEDY 10-8-57

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE

22 July 1957

B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL

John L. Murray

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

Supervisor, RI/Analysis Section

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

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

AUG 16 3:19 PM '57

SECRET

(when filled in)

2. RATINGS ON PERFORMANCE OF MAINTENANCE PERSONNEL

DIRECTIONS:

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

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

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

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

SECTION 2. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James	20 Feb 1928	M	SD: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION-TITLE	
FI RI AAO		OS-0132.35-7 Intel Analyst	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates)	
GS-7		21 January 1957 - 15 July 1957	
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
INITIAL	REASSIGNMENT-SUPERVISOR		
ANNUAL	REASSIGNMENT-EMPLOYEE		
SECTION F. CERTIFICATION			
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED			
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR		C. SUPERVISOR'S OFFICIAL TITLE
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.			
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL		C. OFFICIAL TITLE OF REVIEWING OFFICIAL
SECTION G. ESTIMATE OF POTENTIAL			
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES			
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.			
RATING NUMBER	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES 4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES 5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING 6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES		
2. SUPERVISORY POTENTIAL			
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.			
DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION		
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION	
		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisors)	
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)	
		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)	
		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT	
		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION	
		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX	
		OTHER (Specify)	

OFFICE OF PERSONNEL
SECRET
(When Filled-In)

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

APR 16 3 19 PM '57

4. COMMENTS CONCERNING POTENTIAL

MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) WOODS, James S.	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD:DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT RI RI A&O	6. OFFICIAL POSITION TITLE OS-0132.35-7 Intel Analyst		
7. GRADE OS-7	8. DATE REPORT DUE IN OF 21 Jan 57	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 22 January 1956 - 20 January 1957	
10. TYPE OF REPORT (Check one)			
☐ INITIAL ☒ ANNUAL ☐ REASSIGNMENT-SUPERVISOR ☐ REASSIGNMENT-EMPLOYEE ☐ SPECIAL (Specify)			

SECTION B.

CERTIFICATION

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

2. CHECK (X) APPROPRIATE STATEMENTS:

☐ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	☐ IF INDIVIDUAL IS RATED "E" IN CI OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
☒ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	☐ I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
☒ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

3. THIS DATE 5 Feb 1957	4. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR James L. Brogdon	5. SUPERVISOR'S OFFICIAL TITLE Coordinator 201 Control Unit
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6. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

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

Posted Pos. Control

DATE
11 FEB 57

Reviewed by RUD

2-11-57

☐ CONTINUED ON ATTACHED SHEET

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

7. THIS DATE 5 Feb 1957	8. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL John J. Murray, Jr.	9. OFFICIAL TITLE OF REVIEWING OFFICIAL Supervisor, RI/AN Section
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SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

SECRET

(When Filled In)

FILE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

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

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

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

SECTION F.

CERTIFICATION

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

SECTION G.

ESTIMATE OF POTENTIAL

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

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

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

FEB 6 3 08 PM '57

SECTION M. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
Training within the established FI/RI pattern.

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

SECRET

SECRET

FIELD FITNESS REPORT

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

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

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

James S. Woods

1. DATE OF BIRTH
25 Feb. 19282. SEX
M3. SERVICE DESIGNATION
DI

4. GRADE

GS-7

5. STATION DESIGNATION (Current)

KORBA/Hqs

6. DUE DATE OF THIS REPORT

April 1956

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

15 April 1955 - 15 April 1956

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION

Intelligence Analyst - CE

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

25 September 1954

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

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

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Agnes M. Primo	Paul B. Breitwieser
3. THIS REPORT WAS ☒ YES ☐ YES NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT Hqs.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
1 May 1956	William E. Nelson, CFE/1

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

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

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

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

SECRET

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

0. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

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

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

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

SECTION VI

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

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

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

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

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

- ☐ 1. HAS AN ANTAAGONISTIC ATTITUDE TOWARD THE ORGANIZATION; WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION; IRRITATED BY RESTRICTIONS; REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION; BOTHERED BY MINOR FRUSTRATIONS; WILL QUIT IF THESE CONTINUE.
☐ 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT; HAS "WAIT AND SEE" ATTITUDE; WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
☒ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION; MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION; THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
☐ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION; BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
☐ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION; WILL PROBABLY SEARCH FOR BETTER WORKING AND PAY, BUT IN THE ORGANIZATION.

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

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

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

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

SECRET

DDP-FF-7-7

SECRET
(When Filled In)

FIELD FITNESS REPORT

COPIED

- The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff, and
 2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

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

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

Reviewed by FUD

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

James S. Woods

1. DATE OF BIRTH

25 Feb 1928

2. SEX

M

3. SERVICE DESIGNATION

SD-D

4. GRADE

GS-5

5. STATION DESIGNATION (Current)

Korea Mission Headquarters

6. DUE DATE OF THIS REPORT

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

1 November 1954 - 14 April 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION

Intelligence Analyst - CE

0136.52

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

25 September 1955

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

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

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)

Agnes M. Irine

2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

John L. Hart

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

4. DATE REPORT AUTHENTICATED AT HQS.

29 April 55

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

William E. Nelson

William E. Nelson

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SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL

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

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

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

SECRET

SECRET
(When Filled In)

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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

SECRET

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS:

Subject's stamina and persistence in accomplishing his tasks in **81-001-0000** amount of time outweigh his weaknesses.

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

May 16 8 43 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

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

SECTION VI

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

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

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

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

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

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

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

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

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

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

SECRET

SECRET
SECURITY INFORMATION

FE 9 JWC/DV PERSONNEL EVALUATION REPORT <i>Review: 11</i>		DATE <i>28 June 54</i>									
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>											
1. NAME (Last)	(First)	(Middle)	2. GRADE								
WOODS, James S.			GS-5								
3. POSITION TITLE		Intel. Anal. CD-FT									
4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT'L. ☒ FIELD ☐								
DDP/RI/RI	P & R Branch	Consol Section									
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT									
From	To	☐ Initial	☒ Annual ☐ Special								
21 Apr. 53	20 Apr. 54	☐ Reassignment	☐ Reassignment of Supervisor								
<i>Items 7 through 10 will be completed by the person evaluated</i>											
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. As senior analyst on the EE/RI/G/Z area my duties consist of: (A) Consolidating personality files which entails the following: (1) Make a complete search in Index on all references pertaining to the subject, (2) gathering all references in RI/Files, (3) analyzing documents for inclusion in ZOI, (4) preparing a summary of reference sheet which notes the disposition of all the documents put in the case. (B) Liaison with the area desk. (C) Supervising the work of the junior analyst.											
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD. <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Name of Course</th> <th>Location</th> <th>Length of Course</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="4">NONE</td> </tr> </tbody> </table>				Name of Course	Location	Length of Course	Date Completed	NONE			
Name of Course	Location	Length of Course	Date Completed								
NONE											
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? Intelligence work at the desk level. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). Two years experience in RI.											
10. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">12 April 1954</td> <td style="width:50%; text-align: right;"> <i>James S. Woods</i> SIGNATURE </td> </tr> <tr> <td align="center">DATE</td> <td></td> </tr> </table>				12 April 1954	<i>James S. Woods</i> SIGNATURE	DATE					
12 April 1954	<i>James S. Woods</i> SIGNATURE										
DATE											
<i>Items 11 through 13 will be completed by Supervisor</i>											
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. Woods has performed his duties conscientiously and well. He possesses a great deal of energy, is extremely industrious and has maintained excellent relations in his liaison with the area desk.											

SECRET
SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?	
Mr. Woods has performed his duties most outstandingly by virtue of his formation and maintenance of excellent liaison relations.	
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	
Mr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)	
Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI.	
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	
None at this time	
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
13 April 54 DATE	Harry D. Randall SIGNATURE OF SUPERVISOR
18 May 1954 DATE	John F. Smith SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (if necessary, may be continued on reverse side of cover sheet.)	
Subject transferred to FE effective 25 April 1954. <i>over</i>	

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT													
<i>Items 1 through 6 will be completed by Administrative or Personnel Offices</i>													
1. NAME (Last)		(First)		(Middle)									
WOODS		James		S.									
2. GRADE		3. POSITION TITLE											
GS-4		File Clerk											
4. OFFICE		STAFF OR DIVISION		BRANCH									
DD/P		FI		RI									
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT											
From 4-21-52 to 4-21-53		☐ Initial ☒ Annual ☐ Special ☐ Reassignment ☐ Reassignment of Supervisor											
<i>Items 7 through 10 will be completed by the person evaluated</i>													
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. Review and analyze material for consolidation of 201 Personality Files. This includes making a complete impartial name check in RI/SC index and a complete search for all material pertinent to the subject in the RI/Files. Also maintain liaison with the AFSA Books. After reviewing documents, make up Cross References and any Document changes as necessary. Complete a Summary of References Form listing all references reviewed and the action taken on each.													
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD. <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name of Course</th> <th style="width:30%;">Location</th> <th style="width:20%;">Length of Course</th> <th style="width:20%;">Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 40px; vertical-align: top;">None</td> </tr> </tbody> </table>						Name of Course	Location	Length of Course	Date Completed	None			
Name of Course	Location	Length of Course	Date Completed										
None													
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? Accounting. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). Two years of Accounting and law school.													
10. 9 April 1953 DATE <i>James S Woods</i> SIGNATURE													
<i>Items 11 through 12 will be completed by Supervisor</i>													
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. Woods' performance in this section has been very satisfactory. While still in a trainee position, he is learning the procedure of this section very well. He is extremely industrious and shows little inclination to waste time.													

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? Mr. Woods has been most outstanding by virtue of his industry.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Mr. Woods has had little opportunity to show his ability, in this line, so far.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) Due to his position as trainee, other duties cannot be considered, but I feel that he is quite capable of filling any number of jobs in RI.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? None at this time.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
20 April 1953 DATE Harry D. Randall SIGNATURE OF SUPERVISOR
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.) 20 April 1953 DATE John K. Smith SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

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

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1

FOLLOW THESE GENERAL INSTRUCTIONS:

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

2

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

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

010032

3

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

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4

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

SIGNATURE (do not print)

James J. Woods

DATE

4 MAR 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
OFFICE OF PERSONNEL
MAR 20 1 47 PM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-7
JANUARY 1964
(For use only until April 14, 1968)
176-101

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

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

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

COURSE OBJECTIVES

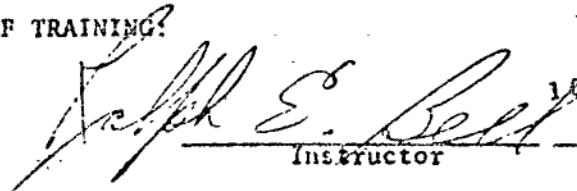
At the conclusion of this Workshop, students should:

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:



Instructor Date 10 MAR 1978

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

CERTIFICATION OF SEPARATING EMPLOYEE

NAME (Last-First-Middle)

Shoats, James S.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

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

- | | |
|-------------------------------------|---|
| ☒ | 1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation) |
| ☒ | 2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance). |
| ☒ | 3. Standard Form 55 (Agency Certification of Insurance Status, Federal Employees' Group Life Insurance Act of 1954). |
| ☒ | 4. Standard Form 2302 (Application for Refund of Retirement Deductions). |
| ☒ | 5. Form 2595 (Authorization for Disposition of Paychecks).
<i>continue to bank</i> |
| ☒ | 6. <u>Only applicable to Retiree - Returnee</u> (resignee from overseas assignment)
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. |
| ☒ | 7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty). |
| ☒ | 8. Instructions for returning to duty from Extended Leave or Active Military Service. |

Signature of Employee

James S Shoats

Date Signed

Address (Street, City, State, Zip Code)

304 MEADOW HALL DR.
ROCKVILLE, MD: 20851

Correspondence

OPTIONAL FORM NO. 10



Over



Con

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

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

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

COURSE OBJECTIVES

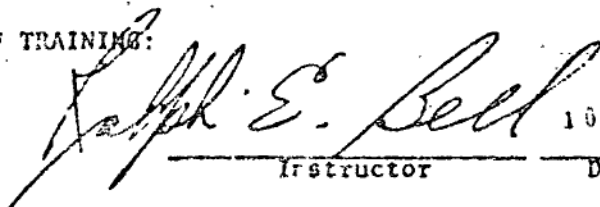
At the conclusion of this Workshop, students should:

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:



Instructor Date 10 Mar 1978

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

ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management
Officers

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

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

JoEllen McCann
JoEllen McCann

ADMINISTRATIVE - INTERNAL USE ONLY

20 JUL 1976

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

James S Woods
James S. Woods

pg 7-21-76

CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

ON

26 - 27 AUGUST 1976

INFORMATION SERVICES GROUP

Peggy Hall
CHIEF, ISG TRAINING

14-00000

TRAINING REPORT
OFFICE OF TRAINING

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

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

FOR THE DIRECTOR OF TRAINING:

Edward A. Seroskie
Course Coordinator

Final Grade Report

Grading System:

- A - Superior Scholarship
- B - Good Scholarship
- C - Average Scholarship
- D - Passing Scholarship
- F(a) - Failure Academic
- F(n) - Failure Non-Academic
- I - Incomplete
- WX - Withdrawal during first half of term
- WT - Withdrawal during second half of term
- WF - Withdrawal failing during second half of term
- X - Emergency withdrawal advised withdrawal

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

Report of **WOODS, James S.**

Student
Copy

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

Center

COURSE	Semester Hours	GRADE
ITAL 111	3	B

Signature of Instructor: **DeSantis**

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

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

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

UMR 11 (5-72) (4-73)

Final Grade Report

Grading System:

- A - Superior Scholarship
- B - Good Scholarship
- C - Average Scholarship
- D - Passing Scholarship
- F(a) - Failure Academic
- F(n) - Failure Non-Academic
- I - Incomplete
- WX - Withdrawal during first half of term
- WT - Withdrawal during second half of term
- WF - Withdrawal failing during second half of term
- X - Emergency withdrawal advised withdrawal

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

Report of **WOODS, James S.**

Student
Copy

Term **2**, Acad. Yr. **19 71/72** at **Rome**

Center

COURSE	Semester Hours	GRADE
ITAL 112	3	B

Signature of Instructor: **DeSantis**

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

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

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

UMR 11 (5-72) (4-73)

Page 6 of 6
(When Completed)

TRAINING REPORT

Americana Foreign Orientation -

Japan

16 Hours

20-21 March 1961

6 Students

Student: **WZB, James B.**

Year of Entry: **1960**

Officer: **April 1952**

Grades: **GS-9** Office: **72**

COURSE OBJECTIVES - COURSE OF INSTRUCTION

The course was designed to provide the general area and country of destination. Included was a briefing on "the Americana abroad problem," its implications for the individual employee or dependent and the Agency, practical advice for successful personal adjustment to foreign customs of working and living in the area of assignment, useful information on the area, and guide lines for understanding its people and problems. Advice included such as for effective interpersonal relations in the particular country or region. Area information includes an analysis of the importance of the nation to the United States and descriptions of the people, the institutions, and current living conditions. The course offers lectures, panel discussions, films, slides and stories, and selected readings for a recommended program of self-study. Emphasis is on practical aspects of adjustment to the new environment.

This is certificate of attendance. It is not a record of performance or of achievement in this course.

DATE OF COMPLETION: **20 April 1961**

20 April 1961

/s/ **WILLIAM E. COLVON**

14-00000
(When Completed)

U. S. IN: J. 100-100

Japan

16 Form Good Orientation 20-21 March 1961

6

Woods, Louise (Dependant, James R.)

Student:

Year of Birth:

Grades:

Grades:

Office:

U. S. IN: J. 100-100

The course is designed to provide students with a general orientation to the area and country of assignment. Included are a briefing on "the Americans Abroad problem," its implications for the individual employee or dependent and the family, practical advice for successful personal adjustment to overseas problems of working and living in the area of assignment, useful information on the area, and price lines for understanding the major problems. Advice is given on effective interpersonal relations in the particular country or area. Area information includes an outline of the structure of the nation to the United States and description of the people, the institutions, and current living conditions. The course offers lectures, panel discussions, films, slide presentations, and a lecture program for the dependent on the subject of health care. Before the departure of the employee, the dependent will be given a briefing on the area and the family.

This is a course of attendance only. It is not a course of instruction. It is not a course of instruction. It is not a course of instruction.

26 April 1961

/s/ RICHARD E. COLLEGE

3-E-C-R-E-T

WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINING EVALUATION

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

SECTION III: TECHNICAL CHARACTERIZATION OF THE COURSE

The class is conducted for 15 to 17 students. It began the first three-day morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

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

3-E-C-R-E-T

8-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVEMENT

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

John F. Farrell
Chief Instructor

8-E-C-R-E-T

S-E-C-R-E-T

WRITING WORKSHOP (BASIC) NO. 2

TRAINING EVALUATION

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

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

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

SECTION IV: HOW THE STUDENTS ARE EVALUATED

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

S-E-C-R-E-T

3-6-C-R-5-7

SECTION V: REPORT OF STUDENT ACHIEVEMENT

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

Frances C. Remmell
Chief Instructor

3-6-C-R-5-7

S-1-C-P-E-T

TRAINING EVALUATION

ADMINISTRATIVE SUPPORT COURSE # 2

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

S-P-644-1

MAJOR CATEGORIES	ORAT	SAT	LEG-LENT
1. Orientation in basic principles of clandestine activity.	2	30	11
2. Knowledge of clandestine services command structure and organization.	5	14	25
3. Knowledge of Agency and clandestine services regulations and administrative procedures.	2	28	14
4. (A) Preparation of advance form; travel voucher (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	17	1
(B) Preparation of travel voucher (FOREIGN) including computation of per diem and currency conversion.	1	15	28
5. Preparation of Station Finance Reports.	3	5	6
6. Preparation of forms used in a detached station for property records; knowledge of responsibility for property at the station.	2	30	22
7. Preparation of form required for project presentation to the Project Review Committee.	1	30	13
8. Preparation of cable form used at Headquarters writing message from material given, with use of accepted digits, punctuation, and abbreviations.	1	33	4
9. Preparation of Headquarters and Field dispatch form and Field pouch manifest.	0	31	10
SECTION VI. COMMENTS			
Comments, especially on habits and characteristics, with particular reference to strong or weak points of the individual or anything that might have influenced his performance in the course.			
FOR THE DIRECTOR OF TRAINING: <i>Carolyn S. Bayne</i> <i>Carolyn S. Bayne</i> <i>Carolyn S. Bayne</i> S-P-644-1			

S E C R E T

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION						
Name Woods, James S.		Sex M	Course and Beginning Date PHASE I - ORIENTATION/9 - 19 April 54			
Date of Birth 23 February 1928	E O D April 1952	Grade or Rank GS-5	Office FE/PI			
Projected Assignment or Present Position Registry Analyst						
This evaluation is based on a course of 120 hours given over a period of 3 weeks in which there were 89 students. The length of the course, number of students, nature of the course, skills and knowledge taught, and the opportunity for observing the individual student determine which sections of this report are used. These facts must also be considered in interpreting the evaluations which, therefore, should not be used as the sole basis for personnel decisions. THIS REPORT IS INTENDED PRIMARILY TO FURNISH INFORMATION AS TO HOW WELL THE STUDENT LEARNED THE SUBJECT MATTER OR SKILLS TAUGHT. In addition, observations of interest and importance are reported which can have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by instructors or in relation to the performance of others who have taken the course. For further information, consult the Training Evaluation Branch, Assessment and Evaluation Staff, Office of Training.						
SECTION II: KNOWLEDGE						
Subject	Hrs	Rating				
		Fail	Poor	Sat	Exc	Sup
Introduction to Intelligence	80	5	12	26*	34	12
Communism and the U S S R	40	5	17	35*	31	7
The numbers show how many students received each rating. An asterisk (*) shows the rating this student received.						
SECTION III: SKILLS						
The 'Course Instruction' column contains scores and/or ratings given by the instructional staff for skills which are specifically intended to be outcomes of the course. The 'Observation' column contains ratings by instructors and/or students concerning skills which have been observed for every student in a class but which have not been the subject of intensive instruction or practice.						
Skill	Hrs.	Course Instruction		Observation		
		Objective Score	Rating or Evaluation	Avg. Rating by Instructors	Avg. Rating by Students	

SECTION IV: OBSERVATIONS of ATTITUDES or OTHER PERSONAL CHARACTERISTICS

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

	Yes	No		Yes	No
Had difficulty in getting along with others.		X	Lacked motivation for an Agency career.		X
Interfered with instructional and classroom activities.		X	Lacked sufficient security-mindedness.		X
			Lacked interest in the course.		X

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

SECTION V: COMMENTS

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

Edward J. D. M. Barra
Chief-Instructor

SECTION VI: ADJUSTED OVER-ALL EVALUATION

FOR OPTIONAL USE BY INSTRUCTORS

In terms of all factors observed during the course and taking into account this student's experience in the Agency, grade, and general area of work, an 'X' in one of boxes shows the instructor's judgment of his performance in the course.

- He was inadequate in his performance. ☐
- He was barely adequate in his performance and performed acceptably only in a limited range of assignments. ☐
- He performed acceptably, but was barely adequate in some respects. ☐
- He was a typically effective student who performed in a competent, dependable manner. ☐
- He performed at a high level of competence. ☐
- He performed at an extremely high level that only a few students have surpassed. ☐

FOR OPTIONAL USE BY TRAINING OFFICERS

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

- ☐ This is an inadequate performance.
- ☐ This is a barely adequate performance and raises questions concerning his suitability for his assignment.
- ☐ This is an acceptable performance but discloses possible areas of weakness.
- ☒ This is a satisfactory performance revealing a typically competent person.
- ☐ This performance reveals a high level of competence.
- ☐ This is an extremely competent performance that only a few persons of his background and position have surpassed.

Training Officer's Comments

mmk
Training Officer

1500

SUBJECT: James S. WOODS - Recommendation for Promotion

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

SECRET

CLASSIFIED BY C-96-44
DATE OF DECLASSIFICATION
SCHEDULE (GPO) OR AUTHORITY CATEGORY:
(If multiple, list each one or more)
AT _____ ON _____
APR 21 1980
(unless impossible insert date of event)

SECRET

-2-

if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.

4. It is strongly recommended that Subject be promoted to grade GS-11.

Archibald B. Roosevelt

Archibald B. Roosevelt, Jr.
Chief, European Division

SECRET

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(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 4 ALSO COMPLY WITH HRR 25-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER
WOODS, JAMES SAVVIE **502 16 6806**

1. MARITAL STATUS (Check one)
☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED
 IF MARRIED, PLACE OF MARRIAGE **Washington, D.C.** DATE OF MARRIAGE **6 Aug 60**
 IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

MEMBERS OF FAMILY

NAME OF SPOUSE **LOUISE ANNE** ADDRESS (No. Street, City, State, Zip Code) **452 COLLEGE PKWY ROCKVILLE** TELEPHONE NO. **24-0163**

NAMES OF CHILDREN ADDRESS DATE OF BIRTH
LAURA RENEE WOODS **452 COLLEGE PKWY, ROCKVILLE, MD.** **220/2/71**

NAME OF FATHER (or male guardian) ADDRESS TELEPHONE NO.
ROSS A. WOODS - DECEASED

NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian) ADDRESS TELEPHONE NO.
SUSAN A. WOODS **FOREST RIVER, N. DAK.**

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY?
MOTHER & SISTER (husband is emergency contact in prison)

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 50% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (HR 22-100). SPECIFY NAMES AND RELATIONSHIP AS

NAME	DATE OF BIRTH	RELATIONSHIP

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

NAME (Mr. Mrs. Miss) (Last-First-Middle) RELATIONSHIP
FILAK, RICHARD **BROTHER-IN-LAW**

HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE HOME TELEPHONE NUMBER
521 HAMLINE ST. GRAND FORK, N. DAK. **701-775-4472**

BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION

IS THE INDIVIDUAL NAMED ABOVE A MEMBER OF YOUR AGENCY AFFILIATION (If "No" give name and address of organization he believes you work for.)

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

UNION TRUST CO. OF D.C.

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If "No" explain why in item 6.)

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

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(When Filled In)

5. VOLUNTARY ENTRIES					
Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.					
INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.					
UNION TRUST CO. OF D.C.					
ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? ☒ YES ☐ NO					
IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES ☒ NO					
HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☒ YES ☐ NO. (If "Yes" where is document located?)					
UNION TRUST CO. OF D.C.					
HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☒ YES ☐ NO. (If "Yes" give name(s) and address)					
In this will					
HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possess the power of attorney?)					
6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS					
7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY (No Approval Required)					
RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-3 (Full Address)				
8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See HR 22-3) (To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)					
FULL ADDRESS	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">DEPUTY DIRECTOR OR DESIGNEE</td> <td style="width: 30%;">DATE</td> </tr> <tr> <td style="width: 70%;">DIRECTOR OF PERSONNEL (when applicable per HR 22-3)</td> <td style="width: 30%;">DATE</td> </tr> </table>	DEPUTY DIRECTOR OR DESIGNEE	DATE	DIRECTOR OF PERSONNEL (when applicable per HR 22-3)	DATE
DEPUTY DIRECTOR OR DESIGNEE	DATE				
DIRECTOR OF PERSONNEL (when applicable per HR 22-3)	DATE				
SIGNED AT	DATE	SIGNATURE			
Hgo	9 Nov 71	James S. [Signature]			

CONFIDENTIAL

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD											
TO: Office of Personnel, Transactions and Records Branch, Status Section											
SERIAL NO.		NAME									
		LAST		FIRST				MIDDLE			
1-6		(Print)		7-28							
010032		WOODS		JAMES				S			
INSTRUCTIONS											
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.											
PCS DATES OF SERVICE											
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION		37	38	39	40-42
			11	18	70						ENGLAND 210
TDY DATES OF SERVICE											
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREAS	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION		37	38	39	40-42
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA											
SOURCE DOCUMENT AND CERTIFICATION											
TRAVEL VOUCHER						DISPATCH					
CABLE						☒ DUTY STATUS OR TIME AND ATTENDANCE REPORT					
OTHER (Specify)											
DOCUMENT IDENTIFICATION NO.						DOCUMENT DATE/PERIOD					
REMARKS											
PREPARED BY						REPORT ANNOTATED ON CONTROL DOCUMENT			ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED		
JACO						DATE			SIGNATURE		
☒ C & L DIVISION, CTOR.						11/5/71			[Signature]		
☒ C & T DIVISION											
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER											

30 June 1970

MEMORANDUM FOR: Chief, European Division
FROM : Chief of Station, London
SUBJECT : Promotion Recommendation -
James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Saigon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station management a reduction of one Registry clerk. The smaller staff has certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

-2-

Subject's continued attention.

In view of his really excellent performance and high *promise*, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy
COS

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD												
TO: Office of Personnel, Transactions and Records Branch, Status Section												
SERIAL NO.		NAME										
		LAST			FIRST				MIDDLE			
1-6		(Print)			FOR				5			
010032		KROPS			JAMES							
INSTRUCTIONS												
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 56, REVISED.												
PCS DATES OF SERVICE												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE	37	38 39	CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION			1			40-42
11	18	68										1701/11/12 210
TOY DATES OF SERVICE												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE	37	38 39	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TOY (Basic) 3 - CORRECTION 4 - CANCELLATION						40-42
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA												
SOURCE DOCUMENT AND CERTIFICATION												
TRAVEL VOUCHER						DISPATCH						
CABLE						Duty STATUS OR TIME AND ATTENDANCE REPORT						
Other (Specify)												
DOCUMENT IDENTIFICATION NO.						DOCUMENT DATE PERIOD						
						1-18-68						
REMARKS												
PREPARED BY			REPORT ANNOTATED BY			REPORT DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED						
XEC			DATE			SIGNATURE						
C & A DIVISION, 2100			090103000									
Y & P DIVISION												
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER												

FORM 1451a PREVIOUS EDITIONS

SECRET

(4-10)

CONFIDENTIAL
(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (OM 20-6-
dated October 1961) for ensuring that all employees processing PCS to the
field have reviewed the field version of the Employee Conduct Handbook. You
will not be checked out for your proposed travel until you sign the following
statement and return it to CPB. Your Personnel Officer can provide you with a
copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I heroby acknowledge that I have read and understand the contents of
Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

James J. Woods 15 NOV 68
Signature Date

JAMES J. WOODS

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 010032	(Print) Woods	James	S.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38 39	Vietnam	40-42
			10	03	68		1			7/10

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify) teleprint

DOCUMENT IDENTIFICATION NO. <u>FVST 31976</u>	DOCUMENT DATE/PERIOD <u>10/3/68</u>
--	--

REMARKS

PREPARED BY HCO	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTR.	DATE <u>10/5/68</u>	SIGNATURE <u>R. H. LEE</u>
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET
(When Filled In)

Page 1

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.

NAME

LAST

FIRST

MIDDLE

010032

(Print)

7-38

Wesley

James

S.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37 38 39		40-42
01	1	467				1		Vietnam	772

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	APPROX	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37 38 39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. 764	DOCUMENT DATE/PERIOD
---------------------------------	----------------------

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE 5/22/01	SIGNATURE <i>L. H. Hovey</i>
C & L DIVISION, CYBER		
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

CONFIDENTIAL
(When Filled In)

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

James S. Woods
Signature
JAMES S. WOODS

28 NOV 66
Date

CONFIDENTIAL
(When Filled In)

14-00000
SECRET
(When Filled In)

19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH : Head of CS Career Service

SUBJECT : Notification of Designation as a Participant
in the CIA Retirement and Disability System

1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.

2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.


Emmett D. Echols
Director of Personnel

SECRET

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 29-36
	LAST (Print)	FIRST	MIDDLE	
010032	Woods	James	S	45

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	Japan	40-42
3 - CORRECTION									
5 - CANCELLATION	1	04	24	61	09	24	66		375

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
4 - CORRECTION									
5 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

☐ TRAVEL VOUCHER	☐ VISIT SLIP
☐ CABLE	☒ DUTY STATUS OR TIME AND ATTENDANCE REPORT
☐ OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	5/28 - 9/24/66

REMARKS

PREPARED BY	☒ REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C S L DIVISION	DATE	SIGNATURE
☒ C S T DIVISION	10/17/66	Donalberto

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 Years from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Evelyn M. Flagg
OFFICE OF PERSONNEL
Evelyn M. FLAGG

James S. Woods
(Employee)

James Savie Woods

Date: 24 Nov 66

SECRET

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT : Notification of Approval of
Quality Step Increase -
James S. Woods

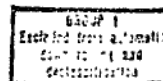
1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.



Emmett D. Echols
Director of Personnel

SECRET



~~SECRET~~

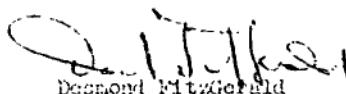
29 MAR 1966

MEMORANDUM FOR: Mr. James S. Woods

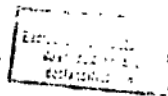
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.


Desmond Fitzgerald
Deputy Director for Plans

~~SECRET~~



SECRET

CP-257

4 MAR 1956

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

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.

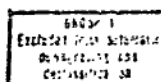
2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.

3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:

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

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

SECRET



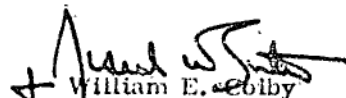
SECRET

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

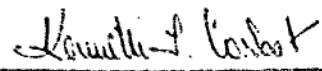
"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."

5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.


William E. Colby
Chief, Far East Division

APPROVAL RECOMMENDED:


Secretary, CS Panel Section C

MAR 11
1966

MAR 11
1966

Date

SECRET

SECRET

SUBJECT: Request for Quality Step Increase
for Mr. James S. Woods, GS-09

CONCUR:

James Miller
DLP/OP

15 March 66
Date

APPROVED:

John J. Caldwell
for Director of Personnel

18 Mar '66
Date

SECRET

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 25-28
	LAST (Print)	FIRST 7-24	MIDDLE	
10032	WOODS	JAMES S.		56

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	JAPAN	40-42
3 - CORRECTION									
5 - CANCELLATION	1	04	15	61					375

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		
4 - CORRECTION									
6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

☐ TRAVEL VOUCHER	☐ DISPATCH
☐ CABLE	☒ DUTY STATUS UP-TIME AND ATTENDANCE REPORT
☐ OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	30 MAR - 15 APR 1961

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDITIONAL DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	26 JUNE 1961	<i>[Signature]</i>

344 09414

Standard Form No. 2800 CHAPTER 4-15 P.P.M. 5-6-60-1000		HEALTH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read Instructions on back of last page. Use only typewriter or ballpoint pen.)				CARRIER'S CONTROL NO. 078-38																				
PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST)	FIRST	MIDDLE INITIAL	2. DATE OF BIRTH		3. Are you now married? YES ☒ NO ☐																				
	WOODS	James	S	MO	DAY		YEAR																			
				2	27	28																				
	4. YOUR MARITAL ADDRESS (NAME AND STREET)				5. CITY AND ZONE NUMBER																					
	AIGD APO 725				San Francisco, Calif.																					
PART B IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN, FILL IN THIS PART. IF YOU WISH TO CANCEL YOUR ENROLLMENT, FILL IN THIS PART.	6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES ☒ NO ☐			7. Place an "X" in proper box to show your annual basic salary range.																						
				UNDER \$4,000 ☐ \$4,000 TO \$4,999 ☐ \$5,000 TO \$5,999 ☒ \$6,000 TO \$6,999 ☐ \$7,000 TO \$7,999 ☐ \$8,000 TO \$8,999 ☐ \$9,000 TO \$9,999 ☐ \$10,000 OR OVER ☐																						
	1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)																									
	NAME OF PLAN Association Benefits Plan - Family			OPTIONAL PLAN OR PLAN High																						
2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)			ENROLLMENT CODE NUMBER																							
			4 2 2																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAMES OF FAMILY MEMBERS</th> <th style="width: 20%;">DATE OF BIRTH (Month, Day, Year)</th> <th style="width: 10%;">DATE OF BIRTH (Month, Day, Year)</th> </tr> </thead> <tbody> <tr> <td>Wife or Husband Louise A.</td> <td>8 May 37</td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td>☐</td> </tr> </tbody> </table>			NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	DATE OF BIRTH (Month, Day, Year)	Wife or Husband Louise A.	8 May 37	☐			☐			☐			☐			☐			☐			
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Wife or Husband Louise A.	8 May 37	☐																								
		☐																								
		☐																								
		☐																								
		☐																								
		☐																								
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer "Yes," attach a doctor's certificate.) YES ☐ NO ☒																										
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.	PLACE AN "X" IN ITEM 1 OR ITEM 2, WHATEVER APPLIES AND ANSWER ITEM 3.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. I elect not to enroll in any plan under the Health Benefits Act. ☐</td> <td style="width: 50%;">3. The reason for my election is: (Place an "X" in proper box.)</td> </tr> <tr> <td>2. I elect to cancel my present enrollment under the Health Benefits Act. ☐</td> <td>(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐</td> </tr> <tr> <td></td> <td>(b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐</td> </tr> <tr> <td></td> <td>(c) Any other reason. ☐</td> </tr> </table>					1. I elect not to enroll in any plan under the Health Benefits Act. ☐	3. The reason for my election is: (Place an "X" in proper box.)	2. I elect to cancel my present enrollment under the Health Benefits Act. ☐	(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐		(b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐		(c) Any other reason. ☐													
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	(b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐																									
	(c) Any other reason. ☐																									
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.	I elect to change my enrollment as shown by the enrollment number and other information in Part B.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1. Enrollment code number of present plan.</td> <td style="width: 20%;">2. Number of event which permits change. (See table on back of application for further details.)</td> <td style="width: 50%;">3. Date of event which permits change.</td> </tr> <tr> <td>4 2 5</td> <td>8</td> <td>MO DAY YEAR March 22 1964</td> </tr> </table>					1. Enrollment code number of present plan.	2. Number of event which permits change. (See table on back of application for further details.)	3. Date of event which permits change.	4 2 5	8	MO DAY YEAR March 22 1964															
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4 2 5	8	MO DAY YEAR March 22 1964																								
PART E ALL WHO REGISTER MUST FILL IN THIS PART.	WARNING: Any intentional false statement to this organization or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (10 U.S.C. 1001.)																									
	1. NAME AND ADDRESS OF EMPLOYING AGENCY HEALTH BENEFITS OFFICER (1-1000000)																									
PART F TO BE COMPLETED BY AGENCY.	2. DATE RECEIVED BY EMPLOYING OFFICE 3-15-64																									
	3. EFFECTIVE DATE OF ELECTION 3-15-64																									
4. PAYROLL OFFICE NO. 5010																										
5. PAYROLL ACTION (INITIALS AND DATE)																										
REMARKS FOR USE ONLY BY ANNUITANTS AND AGENCY. 1/E																										

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE										
TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall										
EMPLOYEE SERIAL NO.		NAME OF EMPLOYEE						OFFICE/COMPONENT		
		LAST		FIRST		MIDDLE				
1-6		(Print)		7-24				25-26		
10032		Woods		James		S.		57		
INSTRUCTIONS										
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.										
PCS DATES OF SERVICE										
TYPE OF DATA		ARRIVAL				DEPARTURE			COUNTRY	OMIT
		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)		27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
3 - CORRECTION										
5 - CANCELLATION										
		1				03	19	59	Philippines	575
TDY DATES OF SERVICE										
TYPE OF DATA		DEPARTURE				RETURN			AREA(S)	OMIT
		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)		27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
4 - CORRECTION										
6 - CANCELLATION										
SOURCE OF RECORD DOCUMENT										
☒ TRAVEL VOUCHER					☐ DISPATCH					
☐ CABLE					☐ DUTY STATUS OR TIME AND ATTENDANCE REPORT					
☐ OTHER (Specify)										
DOCUMENT IDENTIFICATION NO.					DOCUMENT DATE/PERIOD					
REMARKS										
PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT				ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED				
FISCAL DIVISION		DATE				SIGNATURE				
FINANCE DIVISION										

Standard Form No. 2077
CHAPTER 1-5 FPM.
5 GAO 5-05

HEALTH BENEFITS REGISTRATION FOR 1961
FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

CARRIER'S CONTROL NO.

082697

PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL) J. L. Smith S		2. DATE OF BIRTH (The numbers) MONTH DAY YEAR 11 21 1961		3. Are you now married? YES ☒ NO ☐
	4. YOUR HOME ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE) 1111 1st St. N.W. Washington, D.C. 20001			5. SEX MALE ☒ FEMALE ☐	
	6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES ☒ NO ☐		7. Place an "X" in proper box to show your annual basic salary range. UNDER \$4,000 ☐ \$4,000 TO \$5,999 ☐ \$6,000 TO \$9,999 ☒ \$10,000 OR OVER ☐		
	PART B FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN. 1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.) NAME OF PLAN: <u>GENERAL PURPOSE PLAN</u> OPTION (HIGH OR LOW): <u>LOW</u> ENROLLMENT CODE NUMBER: <u>1 2 5</u> 2. In space below list all eligible family members without exceptions. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)				
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.	PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3. 1. I elect not to enroll in any plan under the Health Benefits Act. ☐ 2. I elect to cancel my present enrollment under the Health Benefits Act. ☐ 3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐ (b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐ (c) Any other reason. ☐				
	PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT. 1. Enrollment code number of present plan: <u>4 2 2</u> 2. Number of event which permits change. (See table on back of duplicate for proper number.) <u>7</u> 3. Date of event which permits change. MONTH DAY YEAR <u>11</u> <u>21</u> <u>1961</u>				
PART E ALL WHO REGISTER MUST FILL IN THIS PART.	WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.) SIGNATURE OF EMPLOYEE: <u>J. L. Smith</u> DATE: <u>11/21/61</u>				
	PART F TO BE COMPLETED BY AGENCY. 1. NAME AND ADDRESS OF EMPLOYING OFFICE 2. DATE RECEIVED IN EMPLOYING OFFICE: <u>3/27/61</u> 3. EFFECTIVE DATE OF ELECTION: <u>4/16/61</u> 4. PAYROLL OFFICE NO. 5. PAYROLL ACTION (INITIALS AND DATE)				
REMARKS FE X-1579 110032					

Triplicate—To Employing Office

APRIL 1961

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of Twenty-four months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Anna L. Phillips
Office of Personnel
Anna L. Phillips

James S. Woods
(Employee)
James S. Woods

Date: 21 Feb. 1961

Standard Form No. 2809 CHAPTER I - U.P.M. 6 (Rev. 1-1-60)		HEALTH BENEFITS REGISTRATION FOR 1960 FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read instructions on back of last page. Use only Appendix or last page.)		EMPLOYEE'S (EMPLOYEE'S NO.) 000000	
PART A ALL WHO REGISTER MUST FILE IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL) Woods Thomas S		2. DATE OF BIRTH (Use numbers) MONTH DAY YEAR 2 5 28		3. Are you now married? YES ☒ NO ☐
	4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE) 1400 ... VA		5. SEX MALE ☒ FEMALE ☐		
	6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES ☒ NO ☐		7. Place an "X" in proper box to show your annual basic salary range. UNDER \$4,000 ☐ \$4,000 TO \$5,999 ☐ \$6,000 TO \$9,999 ☒ \$10,000 OR OVER ☐		
PART B FILE IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN. If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if it applies.	1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)				
	NAME OF PLAN: ... OPTION (HIGH OR LOW): ... ENROLLMENT CODE NUMBER: 4 2 1 2				
	2. In space below list all eligible family members without exception: list your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)				
THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.	NAMES OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	
	Wife or Husband: ...		...	...	
PART C FILE IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CHANGE YOUR ENROLLMENT.	3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES ☐ NO ☒				
	4. The reason for my election is (Place an "X" in proper box) (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐ (b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐ (c) Any other reason. ☒				
PART D FILE IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.	5. I elect to change my enrollment as shown by the enrollment number and other information in Part B.				
	6. Enrollment code number of present plan: 4 2 1 ... 2 ... Date of event which permits change: MONTH DAY YEAR ... AUG 6 1960				
PART E ALL WHO REGISTER MUST FILE IN THIS PART.	WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)				
	Signature: James S. ...				
PART F TO BE COMPLETED BY AGENCY.	1. NAME AND ADDRESS OF EMPLOYING OFFICE		2. DATE RECEIVED BY EMPLOYING OFFICE	3. EFFECTIVE DATE OF ELECTION	
	J. L. ... HEALTH BENEFITS OFFICER		8/11/60	8/11/60	
REMARKS FOR USE ONLY BY AGENCY AND AGENCY.					

Standard Form No. 2800 CHAPTER I-5 FPM 6 (REV. 1-55)		HEALTH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read Instructions on back of last page. Use only handwritten or ballpoint pen.)			CARRIER'S CONTRIBUTION NO. 3362-003078	
PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL)	2. DATE OF BIRTH (Show month, day, year)		3. Are you now married?		
	WOODS JAMES S	MONTH DAY YEAR 2 20 28		YES ☐ NO ☒		
	4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)	FOREST RIVER NORTH DAKOTA		5. SEX MALE ☒ FEMALE ☐		
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.	6. Are you covered by, or is any family member listed below covered by, enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)?		7. Place an "X" in proper box to show your annual basic salary range.			
	YES ☐ NO ☒		UNDER \$4,000 ☐ \$4,000 TO \$5,999 ☐ \$6,000 TO \$9,999 ☒ \$10,000 OR OVER ☐			
	8. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)		NAME OF PLAN ASSOCIATION BENEFIT PLAN			
THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.	9. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and legitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)		OPTION (HIGH OR LOW) HIGH			
	ENROLLMENT COST RATES		4 2 1			
	NAMES OF FAMILY MEMBERS DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS DATE OF BIRTH (Month, Day, Year)			
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.	10. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support as reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)		YES ☐ NO ☒			
	11. I elect not to enroll in any plan under the Health Benefits Act.		12. The reason for my election is (Place an "X" in proper box):			
	13. I elect to cancel my present enrollment under the Health Benefits Act.		(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐ (b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐ (c) Any other reason. ☐			
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.	14. I elect to change my enrollment as shown by the enrollment number and other information in Part B.		15. Date of event which permits change			
	1. Enrollment cost number of present plan.		2. Number of event which permits change. (See table on back of duplicate for proper number.)		3. Date of event which permits change	
	MONTH DAY YEAR		MONTH DAY YEAR			
PART E ALL WHO REGISTER MUST FILL IN THIS PART.	16. SIGNATURE OF EMPLOYEE OR ANNUITANT		17. DATE RECEIVED IN EMPLOYING OFFICE			
	James S Woods 14 June 60		6/30/60			
	18. EFFECTIVE DATE OF ELECTION		19. PAYROLL OFFICE NO.			
PART F TO BE COMPLETED BY AGENCY.	20. NAME AND ADDRESS OF EMPLOYING OFFICE		21. DATE RECEIVED IN EMPLOYING OFFICE		22. EFFECTIVE DATE OF ELECTION	
			6/30/60		1/1/60	
			23. PAYROLL OFFICE NO.		24. PAYROLL OFFICE INITIALS AND DATE	
REMARKS FOR USE ONLY BY ANNUITANTS AND AGENCY.						
FE						

Triplicate—To Employing Office

AFR 1-59

10564

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Lorance E. Horbeck
Office of Personnel

Lorance E. Horbeck

James S. Woods
(Employee)
James S. Woods

Date: 23 Aug 57

CONFIDENTIAL

29 November 1956

JAMES S. WOODS

Korea Station wishes to express its appreciation to _____ for his most diligent performance of duty during his recent TDY here, his highly cooperative attitude and above all, his extreme eagerness to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be handled in order to establish a coordinated and integrated record and file maintenance system.

All Korea Station personnel connected with the work of the TDY Team members were impressed and gratified by the eagerness with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Integration Branch as well.

Leland H. Carls
Leland H. CARLS
Chief, ROSTA (Rear)

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

144 Cecil Hall -
Wash. Branch
10-3

1. NAME (Last) <i>Woods</i>		(First) <i>JAMES</i>		(Middle) <i>S.</i>	2. THIS DATE <i>6 August 1957</i>
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME					
☒ WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPA)		☒ SICK DISEASES *			
☒ GROUP HOSPITALIZATION INCORPORATED (GHI)		☒ INCOME REPLACEMENT *			
☒ MUTUAL BENEFIT OF OHAMA - HOSPITALIZATION		* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.			
☒ UNITED LIFE INSURANCE (ULIC)					
☒ AIR TRIP INSURANCE					
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)					
<i>WDC - Tokyo - WASH - TDY</i>					
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.				SIGNATURE OF EMPLOYEE <i>James S Woods</i>	
TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
<i>AIR TRIP FLIGHT</i>	☒	☒	<i>2017</i>		<i>4.00</i>
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS				SIGNATURE OF EMPLOYEE	
7. EMPLOYEE INTERVIEWED BY	CPD (Signature) <i>W. Patton</i>			ICD (Signature) <i>Esther Patton</i>	
8. REMARKS					
When completed, the original of this form should be forwarded to T&RB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPD for retention in CPD files.					

INSURANCE QUESTIONNAIRE

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.
WASHINGTON 25, D. C.

Date 23 July 1954

Dear James S. Woods

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954.

Position: I.O.

Base Salary: GS-5 \$3535.00

2. You will be:

a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.

b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.

c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment, if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.


Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James S. Hoade
Employee

23 July 54
Date

2200

FE-1

Wing E 13-2-1000
No 10

INSURANCE QUESTIONNAIRE

Page 1

1. NAME (Last) <u>Woods</u> (First) <u>James</u> (Middle) <u>L</u>	2. THIS DATE <u>10 June 54</u>
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:	
☒ WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WARPA) ☒ MUTUAL BENEFIT OF OMAHA ☒ NI GROUP HOSPITALIZATION INCORPORATED ☒ AIR TRIP INSURANCE	

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance):

Lvq Wash. 2 July 54 To Minneapolis, Seattle, & Tokyo

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE FOLLOWING INSURANCE PROGRAMS:

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
WARPA	☒	☐	#2574	P/R - \$8.33-9/14/54	\$27.25
Air Trip Ins	☒	☐	28354		\$4.00

James L. Woods
SIGNATURE

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS:

SIGNATURE

7. EMPLOYEE INTERVIEWED BY:

CPB:

E. J. Jeter
SIGNATURE

IACB:

Cora L. Jeter
SIGNATURE

8. REMARKS:

When completed, the original of this form should be forwarded to T&B for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

APPOINTMENT AFFIDAVITS

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

C.I.A.

(Department or agency)

Washington, D.C.

(Bureau or division)

(Place of employment)

I, James S. Woods, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

April 21, 1952
(Date of entrance on duty)

James S. Woods
(Signature of appointee)

Subscribed and sworn before me this 21st day of April, A. D. 19 52,

at Washington D.C.
(City) (State)

[SEAL]

Margaret C. Orsney
(Signature of officer)
U.S.C. 16 & 16A
(Title)

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. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)
3505 Mission Ave. S.E. Washington 19, D.C.

2. (A) DATE OF BIRTH Feb. 20, 1928 (B) PLACE OF BIRTH (city or town and State or country) Forest River, N. Dak.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY Mr. Ross a Thade (B) RELATIONSHIP Father (C) STREET AND NUMBER, CITY AND STATE Forest River, N. Dak. (D) TELEPHONE NO. -

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (OTHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? ☒ YES ☐ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
<u>Miss Marilyn Thade</u>	<u>3143 W 18th St. Denver, Col.</u>	<u>clerk</u> <u>Temporary</u> <u>V. H.</u>	<u>sister</u>	☒	☐

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
☒	☐	1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	
☐	☒	2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? If your answer is "Yes", give details in Item 10.	
☐	☒	3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.	
☐	☒	4. SINCE YOU FILED APPLICATION FOR THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORFEITED RIGHTS FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY EMPLOYER? If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.	
☐	☒	5. HAVE YOU EVER BEEN ARRESTED FOR OFFENSIVE TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$25.00 OR LESS OR FORFEITED COLLATERAL OF \$5.00 OR LESS? SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and function of the court; (4) the penalty imposed, if any; or (5) the disposition of the case. If appointed, your fingerprints will be taken.	

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before issuing the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in accordance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointments.

This form should be checked for accuracy of office, pension, suitability in connection with any record of criminal conviction or arrest, and particularly for the following:

(1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and identifying data to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the certification sheet, which was signed in the examination room. If physical appearance may be checked against the medical certificate. The appointing officer also has questioned as to his personal history for agreement with his previous statements.

(2) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and Regulations and (2) the Constitution as follows: for both persons and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probationary or permanent appointment in the competitive service, no other member of such family is eligible for probationary or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE					OFFICE OSO		DIVISION RL	
NAME (Last)		(First)		(Middle)	BRANCH		SECTION	
Woods		JAMES		SHUYIE	Personnel & Records		File	
I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)								
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE
		DA.	MO.	YR.	DA.	MO.	YR.	DA. MO. YR.
C.I.A.	April 27, 1955	21	4	1952				M 8
Treasury Dept	15 4 2 Penn	7	11	1951	22	4	1952	10 5
Treasury Dept.	15 4 2 Penn	19	5	1950	19	9	1950	1 17
SEP 11/12/48 verified 10/23/57 JLR								
Total Civilian Service								10 9 -
II. MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)								
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE	
	DA.	MO.	YR.	DA.	MO.	YR.	DA. MO. YR.	
Army	3	10	1946	12	4	1948	10 8 1	
Army	19	10	1950	7	8	1951	15 7	
Total Military Service								25 5 2
III. CERTIFICATION								
I, <u>James S. Woods</u> (or affiant) I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge. <u>April 21, 1952</u> DATE <u>James S. Woods</u> SIGNATURE OF EMPLOYEE								
IV. REMARKS: (CONCERNING ABOVE SERVICE) <u>Margaret C. Hickey</u> <u>505C/10016-R</u> <u>SEP 12-5-48</u> MAY BE CONTINUED ON NON-POSTAGEABLE REVERSE SIDE					V. FOR PERSONNEL OFFICE USE ONLY			
					TOTAL CREDITABLE SERVICE			
					DAYS	MONTHS	YEARS	
25	1	3						
					as of 21 April 1952			

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) WOODS JAMES SAUVIE	3. Office RI/FI
4. Date of Birth Feb. 20, 1928	5. Sex: ☒ male (1) ☐ female (2) Marital Status: Single Nr. Dependents: 0	6. Employment Date: April 1952
7. Citizenship: ☒ U.S. ☐ Other	8. Acquired By: (1) ☒ Birth (2) ☐ Marriage (3) ☐ Naturalization (4) ☐ Other (specify) Year U.S. citizenship acquired, if not by birth	

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|--|-------------------|
| 1. Less than high school | ☒ 4. Two years college, or less | 8. Masters degree |
| 2. High school graduate | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | 6. Bachelor degree | |
| | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
Waters Business School - Grand Forks N. Dakota	Accounting	Law	Oct 48	Feb 50			Junior Accounting	Diploma	
Strayer College - Washington D.C.	Accounting	Law	Now attending						

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>April 52</u> To <u>Nov 54</u> Tot. mos. <u>7</u>	Description of Duties:
Grade <u>GS-4</u> Salary <u>3175</u> yr	<u>Supervise the changing of the folders from folders to single documents.</u>
Office <u>RI/FI</u>	<u>Automated documents for RI</u>
Position <u>CHERK</u>	<u>Do requests and other general office duties.</u>
Duty Title: <u>General Office Work</u>	Duty Station, if overseas:
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties:
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position <u> </u>	
Title: <u> </u>	
Duty Title: <u> </u>	Duty Station, if overseas:
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties:
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position <u> </u>	
Title: <u> </u>	
Duty Title: <u> </u>	Duty Station, if overseas:
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties:
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position <u> </u>	
Title: <u> </u>	
Duty Title: <u> </u>	Duty Station, if overseas:
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties:
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position <u> </u>	
Title: <u> </u>	
Duty Title: <u> </u>	Duty Station, if overseas:

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>Jan 2</u> To <u>Jan 5</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) <u>GS-3</u> Salary <u>2950</u> Number and Class of Employees Supervised: Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Exact Title of your position <u>Fiscal Accounting Clerk</u> Description of Duties: <u>Working with Mexican Claims</u>
From <u>May 20</u> To <u>Jan 5</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) <u>GS-2</u> Salary <u>2150</u> Number and Class of Employees Supervised: Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Exact Title of your position <u>Fiscal Accounting Clerk</u> Description of Duties: <u>verified checks for correct names, addresses and money.</u> <u>Other (3 months of this period spent in the Army)</u> Duty Station if overseas:
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | | | |
|----|------------------------------|----|------------------------------|
| 01 | U.S. Secret Service | 24 | Air Force A-2 |
| 02 | Civil Police | 25 | Foreign Economic Admin. |
| 03 | Military Police | 26 | Counter Intelligence Corps |
| 04 | U.S. Border Patrol | 27 | Immigration & Naturalization |
| 05 | U.S. Narcotics Squad | 28 | Strategic Services Unit |
| 06 | FBI | 29 | Foreign Service, State Dept. |
| 07 | Criminal Investigation Div. | 30 | Central Intelligence Group |
| 21 | Office of Naval Intelligence | 31 | Armed Forces Security Agency |
| 22 | Office of War Information | 32 | Coordinator of Information |
| 23 | Army G-2 | 33 | Office of Facts & Figures |
| 20 | Office of Strategic Services | 34 | Board of Economic Warfare |
| | | 35 | Federal Communications Comm. |

SEG. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

		LANGUAGE	COMPETENCE	HOW ACQUIRED
			Equivalent to Native Fluency *	
			Fluent but obviously Foreign *	
			Adequate for Research **	
			Adequate for Travel	
			Limited Knowledge	
			Native of Country	
			Prolonged Residence	
			Contact (Parents, etc.)	
			Academic Study	

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein

****Specialized Language Competence:** Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality.

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Tokyo, Japan	Jan 47 - March 48	X (Army)		
Tokyo, Japan	Jan 47 - March 48	X (Army)		
Korea	Dec 50 - June 51	X (Army)		

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 54%	2.	35	1. Yes 2. No
Shorthand	1.	2. ✓		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

<i>None</i>

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour ☒	(2) 4 year Tour ☐	(3) Not interested ☐
---	--	---

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

<i>One in which I may be able to use my accounting experience, such as in a finance work or administrative work.</i>

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? ☒ Yes ☐ No.
If yes, indicate your present draft classification 4 F

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status ☐ Yes ☒ No.
If yes, complete the following.
1. ☐ National Guard
2. ☐ Air National Guard
3. ☐ Active Reserve Status (member of organized unit)
4. ☐ Inactive Reserve Status

Service ARMY Grade P.F.C. Serial Number ER17214704
Reserve Unit with which currently affiliated _____
Service Mobilization Assignment, if any _____
Location of Service Records, if known Washington 25, D.C.

SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE Nov. 13, 1952

SIGNATURE James S. S. S.

WEAR 1/1/51

REPORT OF QUALIFICATIONS

NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE.

NAME OF EMPLOYEE (OR APPLICANT)

WOODS, James S.

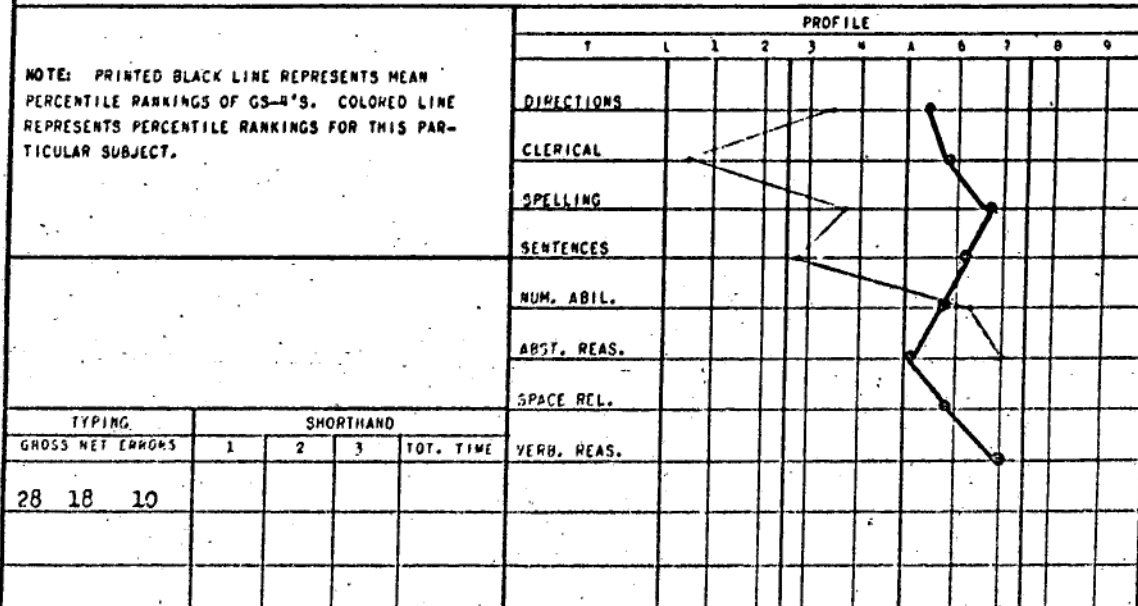
Asst Clk.

THIS DATE

20 December 1951

TEST RECORD

NOTE: PRINTED BLACK LINE REPRESENTS MEAN PERCENTILE RANKINGS OF GS-4'S. COLORED LINE REPRESENTS PERCENTILE RANKINGS FOR THIS PARTICULAR SUBJECT.



EVALUATION OF EDUCATION AND EXPERIENCE

TYPE OF POSITION	OUTSTANDING	SUPERIOR	ADEQUATE	WEAK	INADEQUATE
EDUCATION	☐	☐	☐	☐	☐
DIRECT EXPERIENCE	☐	☐	☐	☐	☐
INDIRECT EXPERIENCE	☐	☐	☐	☐	☐
EDUCATION	☐	☐	☐	☐	☐
DIRECT EXPERIENCE	☐	☐	☐	☐	☐
INDIRECT EXPERIENCE	☐	☐	☐	☐	☐
EDUCATION	☐	☐	☐	☐	☐
DIRECT EXPERIENCE	☐	☐	☐	☐	☐
INDIRECT EXPERIENCE	☐	☐	☐	☐	☐

QUALIFICATIONS TECHNICIAN

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST	
		25 August 1976	
2. NAME (Last, First, Middle) Woods, James S.		3. POSITION TITLE Records Admin Officer	4. GRADE GS-12
5. OFFICE, DIVISION, BRANCH DDO/ACS/ASD		6. EMPLOYEE'S EXT. 6352	
7. PURPOSE OF EVALUATION			
☐ PRE-EMPLOYMENT ☐ ENTRANCE ON DUTY ☐ TDY STANDBY ☐ SPECIAL TRAINING ☒ ANNUAL <i>Feb 6</i> ☐ RETURN TO DUTY ☐ FITNESS FOR DUTY ☐ MEDICAL RETIREMENT	☐ HQS/TDY ☐ OVERSEAS ASSIGNMENT ETO STATION TDY OR PCS TYPE OF COVER NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED ☐ RETURN FROM OVERSEAS ETA STATION NO. OF DEP.'S		
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER	
☐ YES ☐ NO		SIGNATURE <i>Donald E. McNeill</i> Donald E. McNeill ROOM NO. & BUILDING 11-44 505	
		EXT. 6346	
10. COMMENTS			
11. REPORT OF EVALUATION			
Annual Exam Completed.			
DATE 4 October 1976		SIGNATURE FOR CHIEF OF MEDICAL STAFF William T. Golder, OMS/PEO	

SECRET

1. NAME (Last, First, Middle) WOODS, James S.		2. DATE OF BIRTH 20 February 1928		3. GRADE GS-10	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/EUR		5. PRESENT POSITION Records Admin Officer		6. EMPLOYEE EXTENSION a/o7152	
7. PROPOSED STATION Rome, Italy		8. PROPOSED POSITION (Title, Number, Grade) Records Admin Officer 0699 (09)			
9. TYPE OF COVER AT NEW STATION SS# 502-16-6806 Nominal (Light State)		10. ESTIMATED DATE OF DEPARTURE 31 May 1971		11. NO. OF DEPENDENTS TO ACCOMPANY -2-	
12. COMMENTS Please evaluate for proposed assignment. No language is required for this position Form 58 attached					
13. DATE OF REQUEST 8 March 1971		14. SIGNATURE OF REQUESTING OFFICIAL <i>Floyd G. Lanter</i> Floyd G. Lanter, E/Pers		15. ROOM NUMBER AND BUILDING 4B0002 Hq.	
16. EXTENSION 7152					
17. OFFICE OF MEDICAL SERVICES DISPOSITION					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION 7 APR 1971 QUALIFIED FOR OVERSEAS ASSIGNMENT HWA 1 2 SP 12 11					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose.

Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.

Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. SER. NO. 10032 NAME (Last-First-Middle) WOODS JAMES SAVVIE DATE OF BIRTH 20 FEB 28 SO

SECTION II EDUCATION

HIGH SCHOOL
LAST HIGH SCHOOL ATTENDED ADDRESS (City, State, Country) YEARS ATTENDED (From-To) GRADUATE ☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUARTER HRS. (Specify)
	MAJOR	MINOR				
UNIVERSITY OF MARYLAND			1964-1970			24 SEM HRS
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)

3. DATE OF BIRTH 4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION 6. PRESENT EMPLOYER

7. CITIZENSHIP 8. FORMER CITIZENSHIP(S) COUNTRY(IES) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. ☒ ADD ☐ DELETE		DAUGHTER	RETHESDA, MD.	AMERICAN	ROCKVILLE, MD 432 COLLEGE PKWY
2. ☐ ADD ☐ DELETE					

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				TEST-DRIVE	TRAVEL	STUDY	OTHER ASSIGNMENT
1.		MAR 11 1971					
2.		MAR 11 1971					

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (PPM)	2. SHORTHAND (PPM)
3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
☐ GREGG ☐ SPEEDWRITING ☐ STENO TYPE ☐ OTHER SPECIFY:	

SECTION VII SPECIAL QUALIFICATIONS
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII MILITARY SERVICE	
CURRENT DRAFT STATUS	
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
☐ YES ☐ NO	
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON
MILITARY RESERVE, NATIONAL GUARD STATUS	
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	☐ ARMY ☐ MARINE CORPS ☐ COAST GUARD ☐ NATIONAL GUARD ☐ NAVY ☐ AIR FORCE ☐ AIR NATIONAL GUARD
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION	
4. CHECK CURRENT RESERVE CATEGORY ☐ READY (RESERVE) ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ DISCHARGED	
5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)	
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION
	DATE COMPLETED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS

DATE	SIGNATURE OF EMPLOYEE
	X James Laurie Woods

SECRET

SECRET

(When Filled In)

OFFICIAL USE ONLY (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I

BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO. 030032	2. NAME (Last First Middle) WOODS JAMES S	3. SEX M	4. DATE OF BIRTH 02/20/28	5. SCHEDULE/GRADE/STEP GS-09-07
6. SSN D	7. POSITION TITLE RECORDS ADMIN CF	8. OFFICE OF ASSIGNMENT PB	9. LOCATION (Country, City) SAIGON, SOUTH VIET NAM	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
IJARAN	PCS 56	94/08/01	96/07/01
IJARAN	TDY 56	96/08/01	96/11/01
MEXICO	TDY 56	97/02/01	97/08/01
PHILIPPINE ISLANDS	PCS 56	97/09/01	99/03/29
IJARAN	PCS 45	61/04/24	66/09/24
VIETNAM	PCS 6	67/01/04	68/10/3

OVERSEAS DATA

COLLED

DATE:

16 OCT 1968

INITIALS:

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
	NO COLLEGE DEGREE ON RECORD		

FORM
1-67 3443
MAY 2-67

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

28 FEB 1970

(451)

SECRET

When Filled In

SECTION III							
EDUCATION (Cont'd)							
HIGH SCHOOL							
LAST HIGH SCHOOL ATTENDED		ADDRESS City State Country		YEARS ATTENDED From To		GRADUATE ☐ YES ☐ NO	
COLLEGE OR UNIVERSITY STUDY							
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM. / QTR. HRS. (Specify)	
	MAJOR	MINOR					
1. U. OF MD. Tachikawa, Japan		ENG I	1966			3	
2. U. OF MD. Tachikawa, Japan		Bus 10	1966			3	
3. U. OF MD. SAIGON		HIS 127	1967			3	
4. U. OF MD. SAIGON		ECN 31	1967			3	
5. U. OF MD. SAIGON		PSY 1	1967			3	
6. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE, WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.							
CS. CHIEF OF STAFF							
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.							
2.							
3.							
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.							
2.							
3.							
4.							
5.							
AGENCY-SPONSORED EDUCATION							
Specify which, if any, of the education shown in Section III was Agency sponsored							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.							
2.							
3.							
4.							
5.							

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- 2 -

(When Filled In)

[illegible]

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(When Filled In)

SECTION VIII			AGENCY EMPLOYMENT HISTORY	
1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE OFFICE OR DIVISION, BRANCH
APR 61 - DEC 68		S. 1900 VICTORIA		
4. TITLE OF JOB			5. GRADES HELD IN JOB	
6. DESCRIPTION OF DUTIES				
1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE OFFICE OR DIVISION, BRANCH
APR 61 - SEPT 66		Tokyo, JAPAN		FE
4. TITLE OF JOB			5. GRADES HELD IN JOB	
CHIEF OF REGISTRY			GS 9	
6. DESCRIPTION OF DUTIES				
SUPERVISED 7 EMPLOYEES IN REGISTRY WORK.				
1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE OFFICE OR DIVISION, BRANCH
FEB 59 - MAR 61		WASH. D.C.		FE
4. TITLE OF JOB			5. GRADES HELD IN JOB	
RECORDS ADMIN OFFICER			GS-9	
6. DESCRIPTION OF DUTIES				
ASSIST THE FE RMO IN THE MANAGEMENT OF FE RECORDS. INCLUDED CLOSE LIAISON WITH RID. ALSO INVOLVED 4 MONTHS OF HALF-DAY WORK WITH DDP/MACHINE RECORD GROUP IN SETTING UP THE APERTURE CARD SYSTEM.				

SECRET

SECRET

When Filled In

SECTION VIII			AGENCY EMPLOYMENT HISTORY (Cont'd)	
1. INCLUSIVE DATES (From-To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH		
AUG 57 - FEB 59	MANILA, P.I.	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB			
CHIEF OF RECORDS MANAGEMENT TEAM	GS-7 & GS-9			
6. DESCRIPTION OF DUTIES				
CHIEF OF A TEAM OF THREE INDIVIDUALS WERE STATIONED PCS MANILA BUT TRAVELLED THROUGHOUT THE F.E. (INCLUDING AUSTRALIA) TO SET UP RECORD SYSTEMS, INCLUDING REGISTRY, ACCORDING TO HEADQUARTERS REGULATION. THIS WAS TO ENSURE THAT FIELD SYSTEMS WOULD BE IN LINE WITH HQS PROCEDURES.				
1. INCLUSIVE DATES (From-To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH		
FEB 57 - JULY 57	MEXICO CITY, MEXICO	WH		
4. TITLE OF JOB	5. GRADES HELD IN JOB			
TEAM MEMBER OF RECORDS MANAGEMENT TEAM	GS-7			
6. DESCRIPTION OF DUTIES				
MEMBER OF A TEAM OF 4 WERE SENT TO MEXICO TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A 201 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGE-OUT SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.				
1. INCLUSIVE DATES (From-To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH		
AUG 54 - NOV 56	Singapore, SINGAPORE	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB			
ADMIN ASSISTANT	GS-5 & GS-7			
6. DESCRIPTION OF DUTIES				
NAME TRACES AND OTHER REGULAR REGISTRY DUTIES.				

SECRET

- 6 -

. 7 .

SECRET
(When Filled In)

AP

PERIODIC SUPPLEMENT PERSONAL HISTORY SHEET		THIS DATE
Return to QAB 1604 Curle		
INSTRUCTIONS This form provides the means whereby your official personnel file will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through III on their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the data furnished is more complete or correct than you have previously reported.		
SECTION I		
1. FULL NAME (Last-First-Middle)		
WOODS, JAMES SAUVIE		
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
2224 F. ST. N.W. WASH. D.C.		FOREST RIVER, NORTH DAKOTA
4. HOME TELEPHONE NUMBER	5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE	
4791	U.S.A.	
SECTION II		
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.		2. RELATIONSHIP
MR. ROSS A WOODS		FATHER
3. HOME ADDRESS (No., Street, City, Zone, State, Country)		
FOREST RIVER, NORTH DAKOTA		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE		
FOREST RIVER, NORTH DAKOTA NA		
5. HOME TELEPHONE NUMBER	6. BUSINESS TELEPHONE NUMBER	7. BUSINESS TELEPHONE EXTENSION
4791	NA	NA
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.		
NA		
SECTION III		
MARITAL STATUS		
1. CHECK ONE: ☒ SINGLE ☐ MARRIED ☐ WIDDED ☐ SEPARATED ☐ DIVORCED ☐ ANNULLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS		
12 SEP 70		
WIFE OR HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiance.		
3. NAME (First) (Middle) (maiden) (Last)		
4. DATE OF MARRIAGE		
5. PLACE OF MARRIAGE (City, State, Country)		
6. HIS (OR HER) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country)		
7. LIVING		
8. DATE OF DEATH		
9. CAUSE OF DEATH		
10. CURRENT ADDRESS (Give date address, if deceased)		
11. DATE OF BIRTH		
12. PLACE OF BIRTH (City, State, Country)		
13. IF BORN OUTSIDE U.S. - DATE OF ENTRY		
14. PLACE OF ENTRY		
15. CITIZENSHIP (Country)		
16. DATE ACQUIRED		
17. WHERE ACQUIRED (City, State, Country)		
18. OCCUPATION		
19. PRESENT EMPLOYER (Give date former emp. job, or if soldier in service of unemployed, last emp. employer)		
20. EMPLOYER'S OR OLD EMP. ADDRESS (No., Street, City, State, Country)		

SECTION III CONTINUED TO PAGE 2

SECRET
(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
2	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
3	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
4	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

NA

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		☒ YES	☐ NO
2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME NA			
3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS			
NAME OF INSTITUTION		ADDRESS (City, State, Country)	
UNION TRUST CO.		WASHINGTON, D.C.	

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? ☐ YES ☒ NO

5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATE(S):
NA

6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? ☐ YES ☒ NO

7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS:
NA

8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? ☐ YES ☒ NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

SECTION VI

CITIZENSHIP

1. PRESENT CITIZENSHIP (Country):
U.S.A.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:
☒ BIRTH ☐ MARRIAGE ☐ OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? ☐ YES ☒ NO

4. GIVE PARTICULARS:
NA

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.):
NA

SECTION VII

EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

☐ LESS THAN HIGH SCHOOL GRADUATE	☐ OVER TWO YEARS OF COLLEGE - NO DEGREE
☐ HIGH SCHOOL GRADUATE	☐ BACHELOR'S DEGREE
☒ TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	☐ GRADUATE STUDY LEADING TO HIGHER DEGREE
☐ TWO YEARS COLLEGE OR LESS	☐ MASTER'S DEGREE ☐ DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTR. HOURS SPECIFY
	MAJOR	MINOR	FROM	TO			
NA	NA						

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
HADLICK'S PRIVATE	ACCOUNTING	NOV-48	APR-49	9 MONTHS
BUSINESS SCHOOL		OCT-49	FEB-50	
GRAND FORKS, N.DAK.				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
NA				

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE:
NA

SECRET

When Filled In;

SECTION VIII

FOREIGN LANGUAGE ABILITIES

LANGUAGE	COMPETENCE - IN ORDER LISTED					HOW ACQUIRED			
	EQUIVALENT TO NATIVE FLUENCY	FLUENT SUT CONVINCINGLY FOREIGN	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED KNOWLEDGE	NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)
(List below each language in which you possess any degree of competence. Indicate your proficiency to read, write or speak by placing a check (X) in the appropriate boxes)	R - READ W - WRITE S - SPEAK								
	CANCELLED								

2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY

3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD .

SECTION IX

GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
N/A						

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

NA

SECTION X

TYPING AND STENOGRAPHIC SKILLS

1. TYPING (R.P.N.)	2. SHORTHAND (P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM			
30	NA	GREGG	SPEEDWRITING	STENOGRAPH	OTHER (Specify):
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Computometer, Micrograph, Card Punch, etc.)					
202					

SECTION XI

SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

N.A.

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

NA

3. EXCLUDING EQUIPMENT NOTED IN SECTION 1, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHOTBLAST RADIO, MULTILITH, TURRET LADIE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

14.4

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.

NA

5. FIRST LICENSE OR CERTIFICATE (First of issue)

NA

4. LATEST LICENSE OR CERTIFICATE (Year of issue)

NA

SECRET

SECRET
(When Filled In)

SECTION XI CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest, subjects, novels, short stories, etc.)

NA

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

NA

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

NA

SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APR-1952-JUNE-1954	4	RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	FILE CLERK	
6. DESCRIPTION OF DUTIES		
WORKED IN FILES DOING FILING AND OTHER RELATED DUTIES. WORKED IN CONSOLIDATION WITH 201's		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
JULY 54-JUNE 56	5	FE/6 OVERSEAS
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	ADMIN INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
HEAD OF PERSONALITY FILE (201 FILES) SECTION FOR BASE, WHICH INCLUDED ALL AGENT FILES.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
AUG 56-NOV 56	7	RI ADMIN TDY OVERSEAS FOR FE/6
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
5	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
RETIREMENT OF RECORDS TO Hqs FROM BASE. SET UP ^{NEW} SYSTEM OF RECORDS FOR BASE		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
DEC 56-JAN 57	7	RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
WORKED IN RI/AN 201 SECTION IN FILLING OUT 831's		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
FEB 57-AUG 57	7	RI TDY-MEXICO
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
SET UP SYSTEM OF RECORDS FOR STATION		

(Use additional pages if required)

SECRET
3

SECRET

(When Filled In)

SECTION XIII

CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.			2. NUMBER OF OTHER DEPENDENTS (including spouse, partner, stepchildren, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.			
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS						
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

Can't recall addresses but lived in the following places since Apr 1952 -

Comm. Ave. N.W. D.C.

Minnesota Ave. S.E. D.C.

Colonial Terrace, ~~Washington~~ Arlington, VA.

Greenbrier St, Arlington, VA.

DATE COMPLETED 10 Sept 57

SIGNATURE OF EMPLOYEE James S. Woods

SECRET

SECRET
(When Filled In)

(1-6)		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle)			2. DATE OF BIRTH		
(17-24)			(25-30)		
MONTH DAY YEAR			MONTH DAY YEAR		
Woods, James S			Feb 20 1928		
3. LANGUAGE		4. TODAY'S DATE		5.	
(31-33)		(34-39)		(40-42)	
MONTH DAY YEAR		MONTH DAY YEAR		I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
ood		9 9 57		☒	
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN; BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART II-LANGUAGE ELEMENTS	
SECTION D.	Speaking (43)
1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.	
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.	
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.	
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.	
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.	
SECTION E.	Understanding (44)
1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOES AND PUNS.	
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.	
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.	
BEFORE CONTINUING - CHECK PART II. TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)	
1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.	
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.	
3. BOTH OF THE ABOVE STATEMENTS APPLY.	
4. NONE OF THE ABOVE STATEMENTS APPLY.	
PART IV-CERTIFICATION	
I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-113, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT INRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.	
DATE SIGNED	SIGNATURE
9 Sept 57	James S. Stoddard
(46)	(47)

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type with ink. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WHITEHALL examination, follow the

instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO.		ANNOUNCEMENT	
Accountant (OPTIONAL: (if mentioned in examination announcement))		DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only	
1. PLACE OF BIRTH (City and State)		☐ AFFOR. ☐ MATERIAL ☐ ENTERED REGISTER.	
Washington D.C.		☐ NOT AFFOR. ☐ SUBMITTED ☐ RETURNED	
2. NAME (First name) (Middle, if any) (Last)		INITIALS: APP. REVIEW:	
MR. James Sauvie Woods			
3. (A) STREET AND NUMBER OR R. D. NUMBER		APPROVED:	
2817 Conn. Ave., N.W.			
(B) CITY OR POST OFFICE (including postal zone) AND STATE		OPTION GRADE EARNED RATING PREFER. ENCE AUGM. RATING	
Washington 8, D.C.			
4. LEGAL OR VOTING RESIDENCE (State)			
N. Dak.			
5. DATE OF BIRTH (month, day, year)			
Feb. 20, 1928			
6. PLACE OF BIRTH (city and State; if born outside U. S., name city and country)			
Forest River, N. Dak.			
7. (A) SEX ☒ MALE ☐ FEMALE			
(B) HEIGHT WITHOUT SHOES. (C) WEIGHT.			
5 FEET 6 INCHES 156 POUNDS			
8. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? ☒ YES ☐ NO			
(B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE			
GS-2			
9. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$ 2,950 PER YEAR			
You will not be considered for any position with a lower entrance salary.			
(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR			
☐ 1 TO 3 MONTHS ☐ 3 TO 6 MONTHS ☒ 6 TO 12 MONTHS			
NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.			
(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY			
☐ OCCASIONALLY ☒ FREQUENTLY ☐ CONSTANTLY			
10. EXPLAIN: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing office of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.			
(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.			
(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."			
PRESENT POSITION			
11. DATES OF EMPLOYMENT (month, year)		12. EXACT TITLE OF YOUR PRESENT POSITION	
FROM May, 1950 TO PRESENT TIME		clerk	
PLACE OF EMPLOYMENT (city and State)		CLASSIFICATION GRADE (if in Federal Service)	
Washington D.C.		GS-2	
NAME AND TITLE OF IMMEDIATE SUPERVISOR		SALARY OR EARNINGS	
Mrs. Gervias		STARTING: \$ 2,450 PER YEAR	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		PRESENT: \$ 2,830 PER YEAR	
Treasury Dept., Penn. Ave.			
DIVISION FOR DESIRING TO CHANGE EMPLOYMENT			
Division of Disbursements			
BETTER POSITION			
13. SUMMARY OF YOUR WORK			
Working with vouchers and checks; checking them for names, dates, money, etc. Doing other clerical duties of a general nature.			

(CONTINUED ON NEXT PAGE)

16-53548-6

10 CONTINUED

② DATES OF EMPLOYMENT (month, year) FROM Feb. 1950 TO May, 1950	FACT TITLE OF YOUR POSITION Clerk & Salesman	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS STARTING \$ 180 PER MONTH
PLACE OF EMPLOYMENT (City and State) Grand Forks, N. Dak.	NAME AND TITLE OF IMMEDIATE SUPERVISOR Mr. or Mrs. Pat M. Byrne	KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) Wholesaler of Tobacco & Candy	
NAME AND ADDRESS OF EMPLOYER (Army, organization, or person; if Federal, name department, bureau or establishment, and division) General Tobacco & Candy Company Grand Forks, N. Dak.	REASON FOR LEAVING To work for the Government		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU None			

DESCRIPTION OF YOUR WORK

Selling tobacco and candy. Doing office work such as taking inventories and making out sales tickets.

③ DATES OF EMPLOYMENT (month, year) FROM Oct., 1949 to Feb., 1950		EXACT TITLE OF YOUR POSITION In school		CLASSIFICATION GRADE (if in Federal service)		SALARY OR EARNINGS: STARTING \$ PER FINAL \$ PER	
PLACE OF EMPLOYMENT (city and State)				NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)				KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of tanks, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			

DESCRIPTION OF YOUR WORK

④ DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS (including \$ PER MONTH)
FROM April, 1949 Oct., 1949		Farm Laborer		\$ 150
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR		
Inkster, N. Dak.		Mr. Zeck Thomas		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		NATURE OF BUSINESS OR ORGANIZATION (is it wholesale club, insurance agency, manufacture of locks, etc.)		
Zeck Thomas Inkster, N. Dak.		Farming		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING		
none		To go to school		

DESCRIPTION OF YOUR WORK

Doing general farm duties.

[illegible]

24. REFERENCES. List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).																
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION														
Robert Hadlich	Box 659, Grand Forks, N. Dak.	Teacher														
Calmer Hovland	521 Maple Ave. Grand Forks N. Dak.	Teacher														
Merland W Berg	618 Cottonwood St., Grand Forks N. Dak.	Teacher														
INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐	☒	☐	☒	☐	☐	☒	☐	☒	☒	☐
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25. MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
26. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
27. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U. S. A. OR ANY COMMUNIST ORGANIZATION? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
28. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
29. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION ASSOCIATION MOVEMENT GROUP OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DEPRIVE PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
If your answer to question 27, 28, or 29 above is "yes," state in Item 30 the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
30. SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN ORDERED TO LEAVE BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Include minor traffic violations for which a fine or forfeiture of \$25 or less was imposed). <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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If your answer is "Yes," list all such cases under Item 31 below. Give in each case (1) the date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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31. HAVE YOU EVER BEEN ORDERED TO REPAIR, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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If your answer is "Yes," give in Item 32 the name and address of employer, date, and reason in each case. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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32. HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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If your answer is "Yes," give dates of and reasons for each debarment in Item 33. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
33. HAVE YOU ANY PHYSICAL HANDICAP, DISEASE OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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If your answer is "Yes," give complete details in Item 34. Do not consider can be given to your physical fitness for the job. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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34. (a) DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
If your answer is "Yes," give complete details in Item 35. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
35. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
If your answer is "Yes," give details in Item 36. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
36. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
If your answer is "Yes," show in Item 37 for EACH such relative (1) full name, (2) present address, (3) relationship, (4) Department or Agency by which employed, and (5) kind of appointment. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE																
A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or service ribbon, or as a DISABLED VETERAN, or as the WIFE OF A DISABLED VETERAN, or as the WIDOW OF A WAR OR CAMPAIGN VETERAN, attach Veterans Preference Claim, CSC Form 14, together with proof specified therein.																
B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.																
37. (a) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(b) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(c) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(d) DATE OF ENTRY ON ENTRIES INTO SERVICE: <u>Oct. 1946</u> DATE OF SEPARATION OR SEPARATIONS: <u>April 1948</u> <u>Oct. 1950</u> <u>August 1951</u> BRANCH: <u>Army</u> (Army, Navy, Marine Corps, Coast Guard, etc.) GRADE: <u>ER 17 214 704</u> (If none, give grade or rating at time of separation)																
38. (a) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(b) ARE YOU A DISABLED VETERAN? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below. <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(c) ARE YOU A VETERAN'S WIDOW WHO HAS NOT REMARRIED? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
☒	☐															
(d) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY WHICH CANNOT BE RECORDED IN HIS SEPARATION PAPERS? <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>☐</td> </tr> </tbody> </table>			YES	NO	☒	☐										
YES	NO															
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THIS SPACE FOR USE OF APPOINTING OFFICER ONLY																
The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on _____ 19_____. Agent: _____ Title: _____																
39. (a) IF YOU HAVE ANY OTHER INFORMATION TO OFFER, LIST IT HERE (Indicate item numbers to which answers apply). (b) IF YOU HAVE ANY OTHER INFORMATION TO OFFER, LIST IT HERE (Indicate item numbers to which answers apply).																
If your answer is "Yes," give complete details in Item 39.																
Before signing this application check back over it to make sure that you have answered ALL questions correctly. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.																
False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80).																
SIGNATURE OF APPLICANT: <u>Jarvis S. Stacks</u>																

[illegible]

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS?

THE 2000 ALMANAC

100-443887-100

THE NEW YORK PUBLIC LIBRARY

THE UNIVERSITY OF CHICAGO

1. **THE COMPANY** shall be known as the **COMPANY**, and shall be organized under the laws of the State of **NEW YORK**.

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1990年12月11日

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(continued)

...and the ...

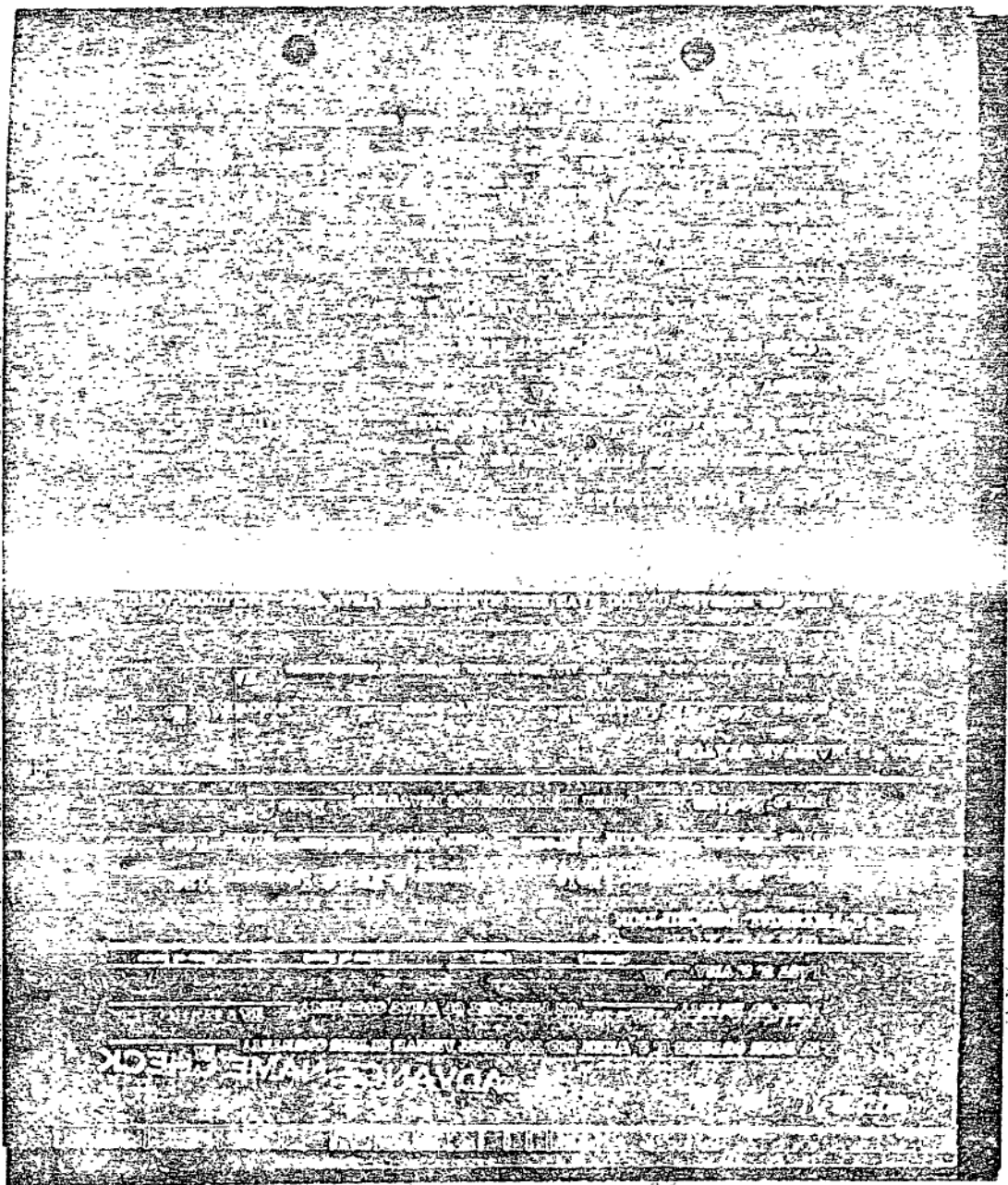
Journal of Management Studies, 20(6), 791-806.

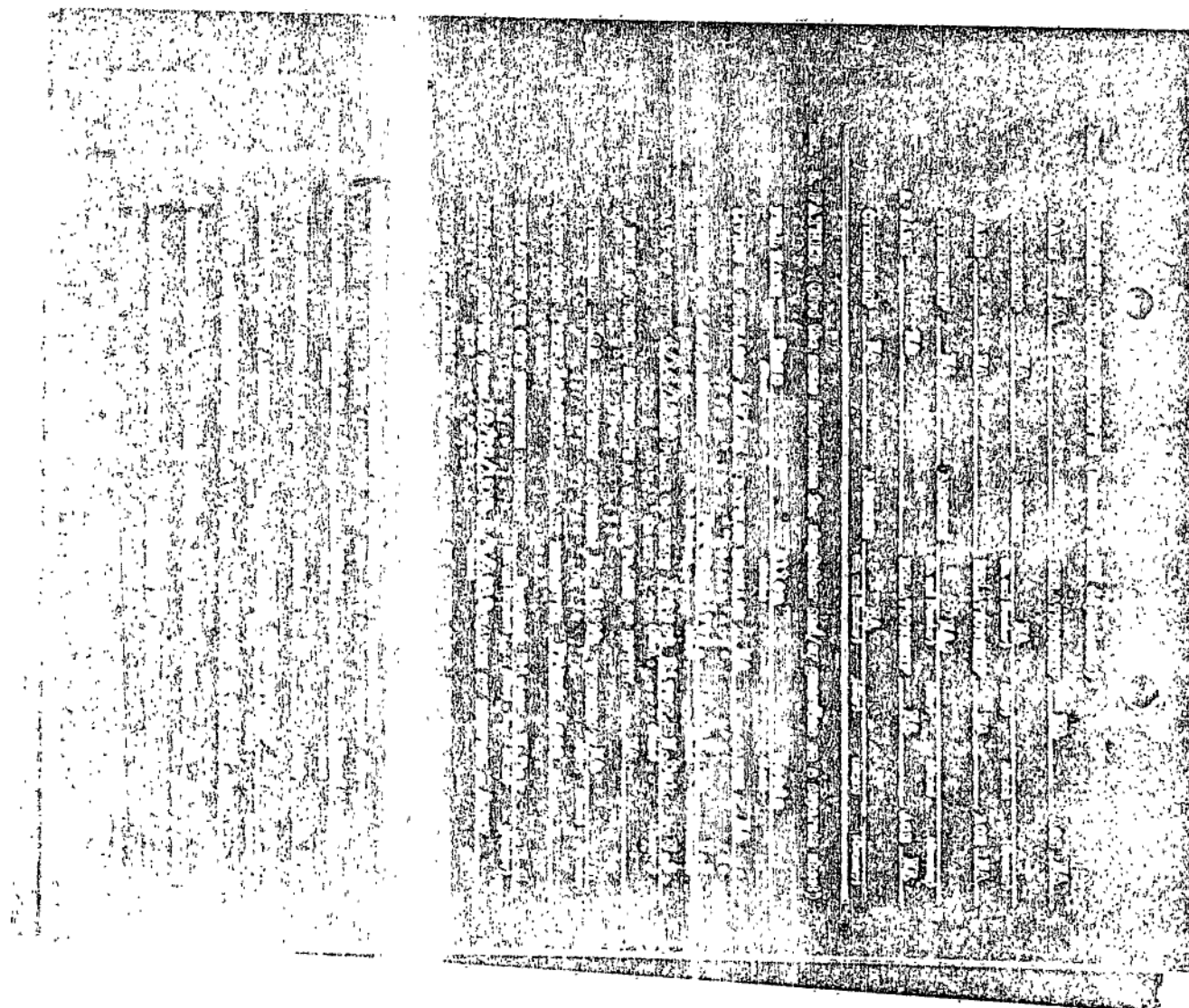
...and the fact that the ...

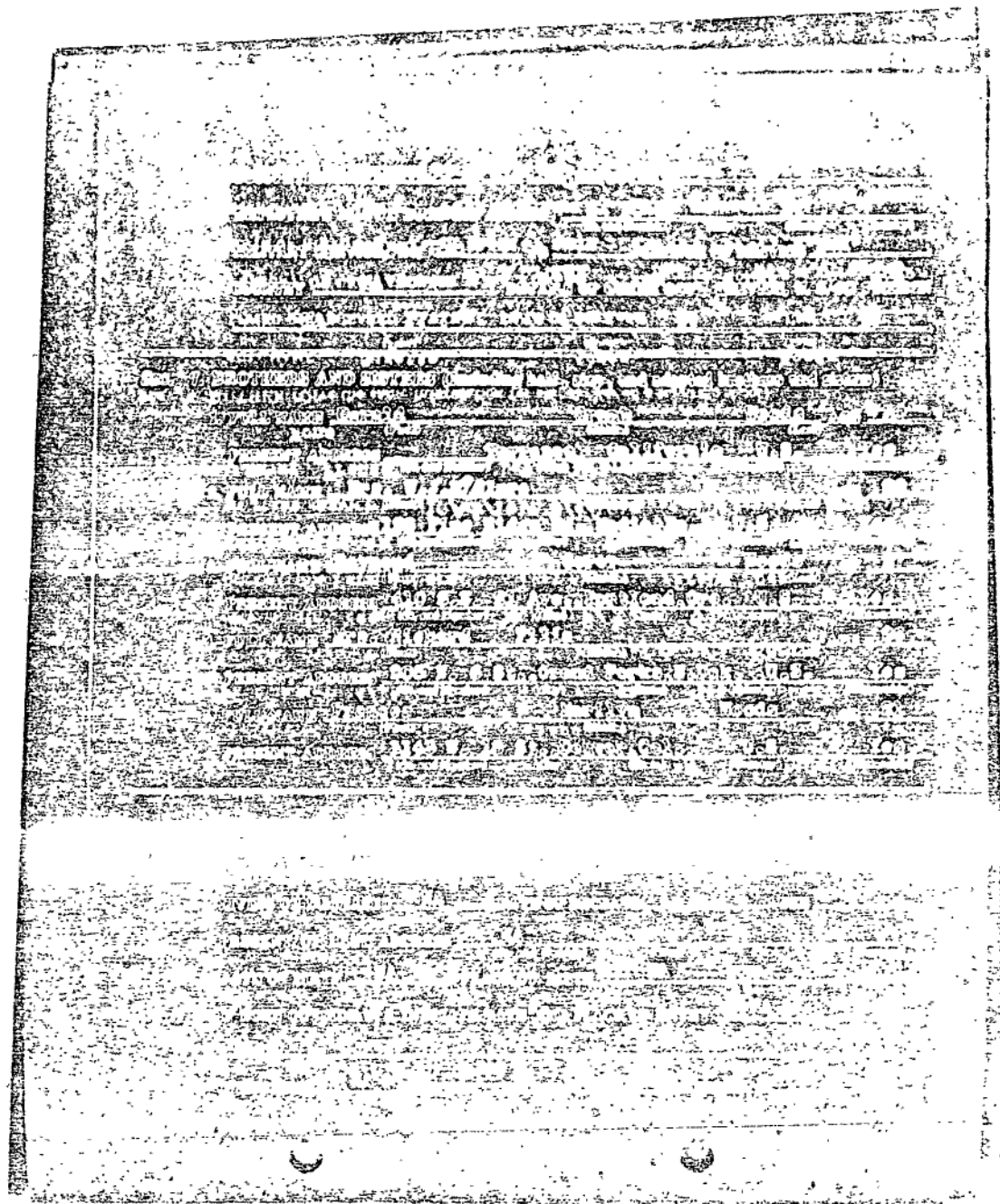
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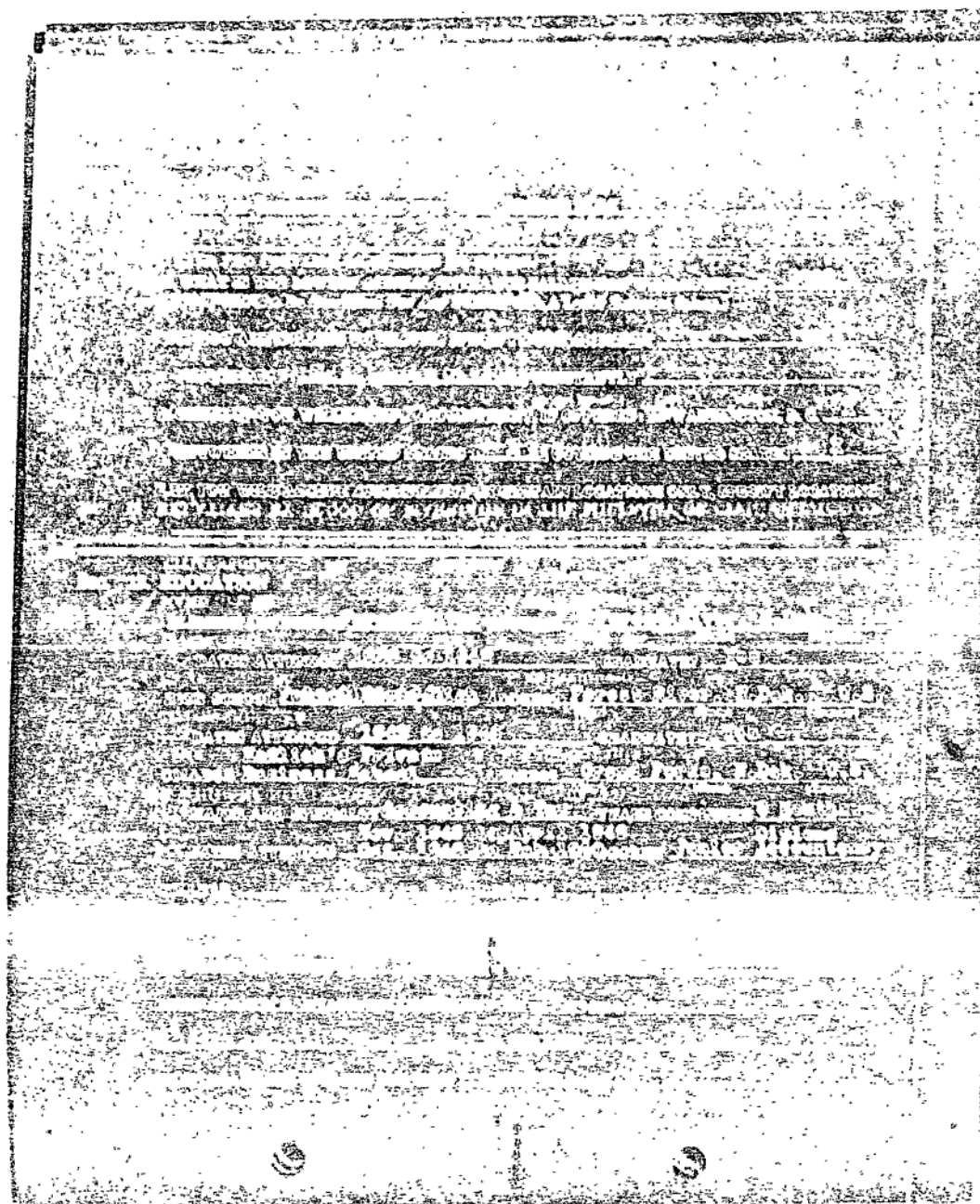
$\frac{d}{dt} \left(\frac{1}{2} m v^2 \right) = \frac{1}{2} m \frac{dv^2}{dt}$

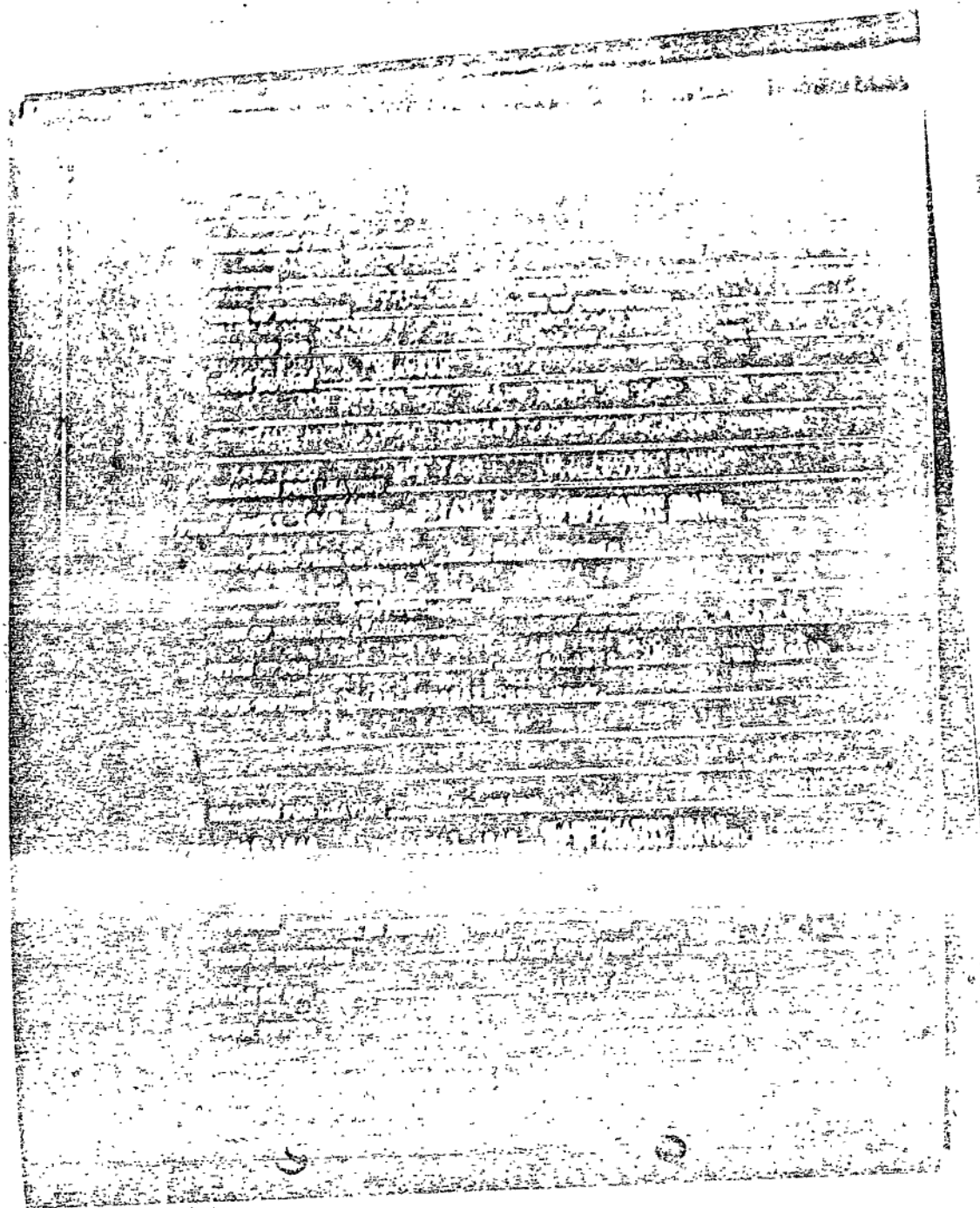






1. NAME OF PERSON (Last, first, middle)
2. DATE OF BIRTH (Month, day, year)
3. PLACE OF BIRTH (City, state, country)
4. DATE OF DEATH (Month, day, year)
5. PLACE OF DEATH (City, state, country)
6. CAUSE OF DEATH (If known)
7. NAME OF NEXT OF KIN (Last, first, middle)
8. ADDRESS OF NEXT OF KIN (Street, city, state, country)
9. NAME OF PERSON (Last, first, middle)
10. DATE OF BIRTH (Month, day, year)
11. PLACE OF BIRTH (City, state, country)
12. DATE OF DEATH (Month, day, year)
13. PLACE OF DEATH (City, state, country)
14. CAUSE OF DEATH (If known)
15. NAME OF NEXT OF KIN (Last, first, middle)
16. ADDRESS OF NEXT OF KIN (Street, city, state, country)





1. GENERAL INFORMATION

2. EDUCATION

3. EMPLOYMENT HISTORY

4. REFERENCES

5. ADDITIONAL INFORMATION

6. COMMENTS

7. REMARKS

8. SIGNATURE

9. DATE

10. INITIALS

11. TELEPHONE

12. ADDRESS

13. CITY

14. STATE

15. ZIP

16. SEX

17. AGE

18. HEIGHT

19. WEIGHT

20. HAIR

21. EYES

22. SKIN

23. RELIGION

24. POLITICAL AFFILIATION

25. OTHER

26. REMARKS

27. SIGNATURE

28. DATE

29. INITIALS

30. TELEPHONE

31. ADDRESS

32. CITY

33. STATE

34. ZIP

35. SEX

36. AGE

37. HEIGHT

38. WEIGHT

39. HAIR

40. EYES

41. SKIN

42. RELIGION

43. POLITICAL AFFILIATION

44. OTHER

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46. SIGNATURE

47. DATE

48. INITIALS

49. TELEPHONE

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61. RELIGION

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80. RELIGION

81. POLITICAL AFFILIATION

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85. DATE

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95. WEIGHT

96. HAIR

97. EYES

98. SKIN

99. RELIGION

100. POLITICAL AFFILIATION

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123. DATE

124. INITIALS

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134. HAIR

135. EYES

136. SKIN

137. RELIGION

138. POLITICAL AFFILIATION

139. OTHER

140. REMARKS

141. SIGNATURE

142. DATE

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195. POLITICAL AFFILIATION

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252. POLITICAL AFFILIATION

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261. STATE

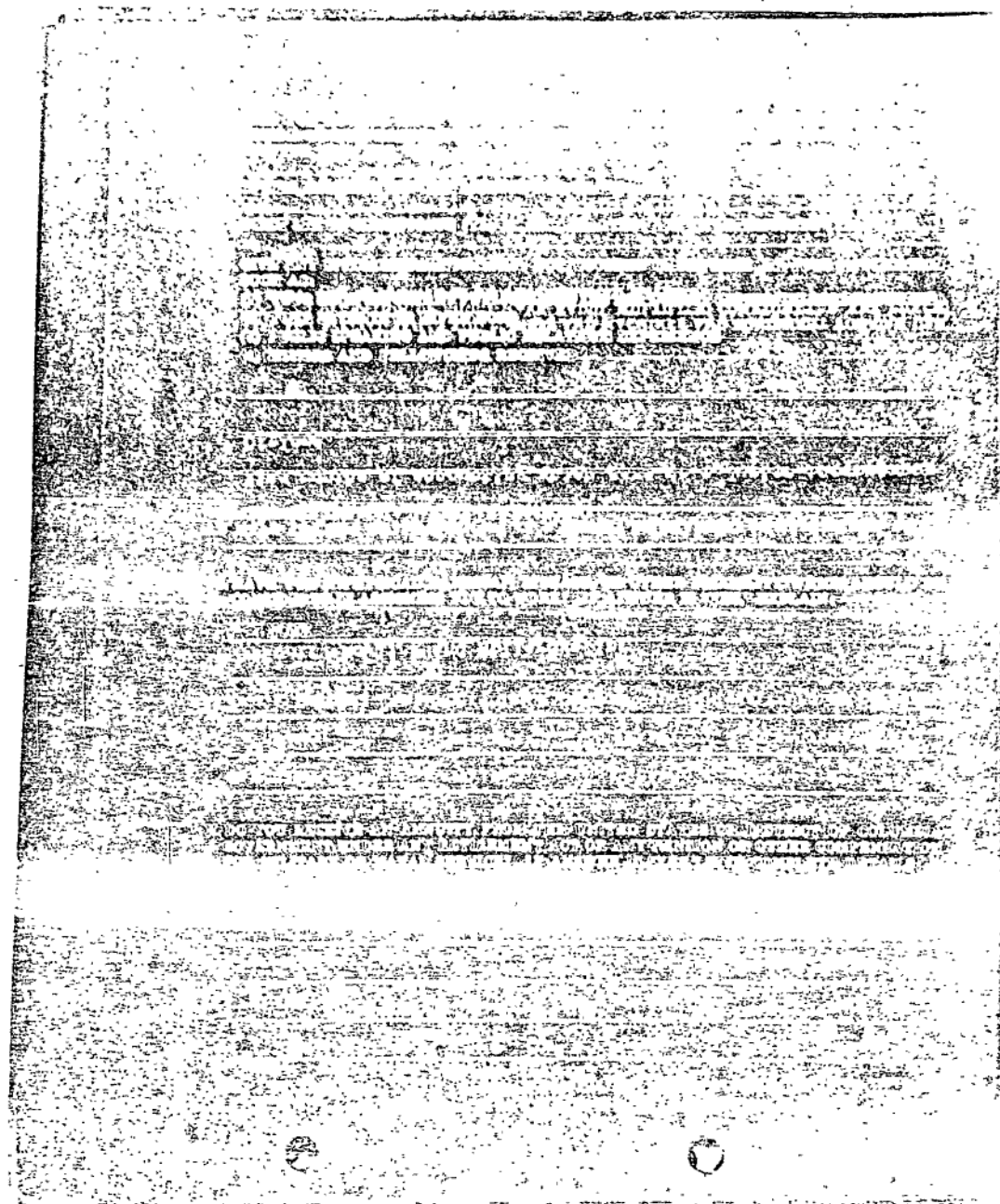
262. ZIP

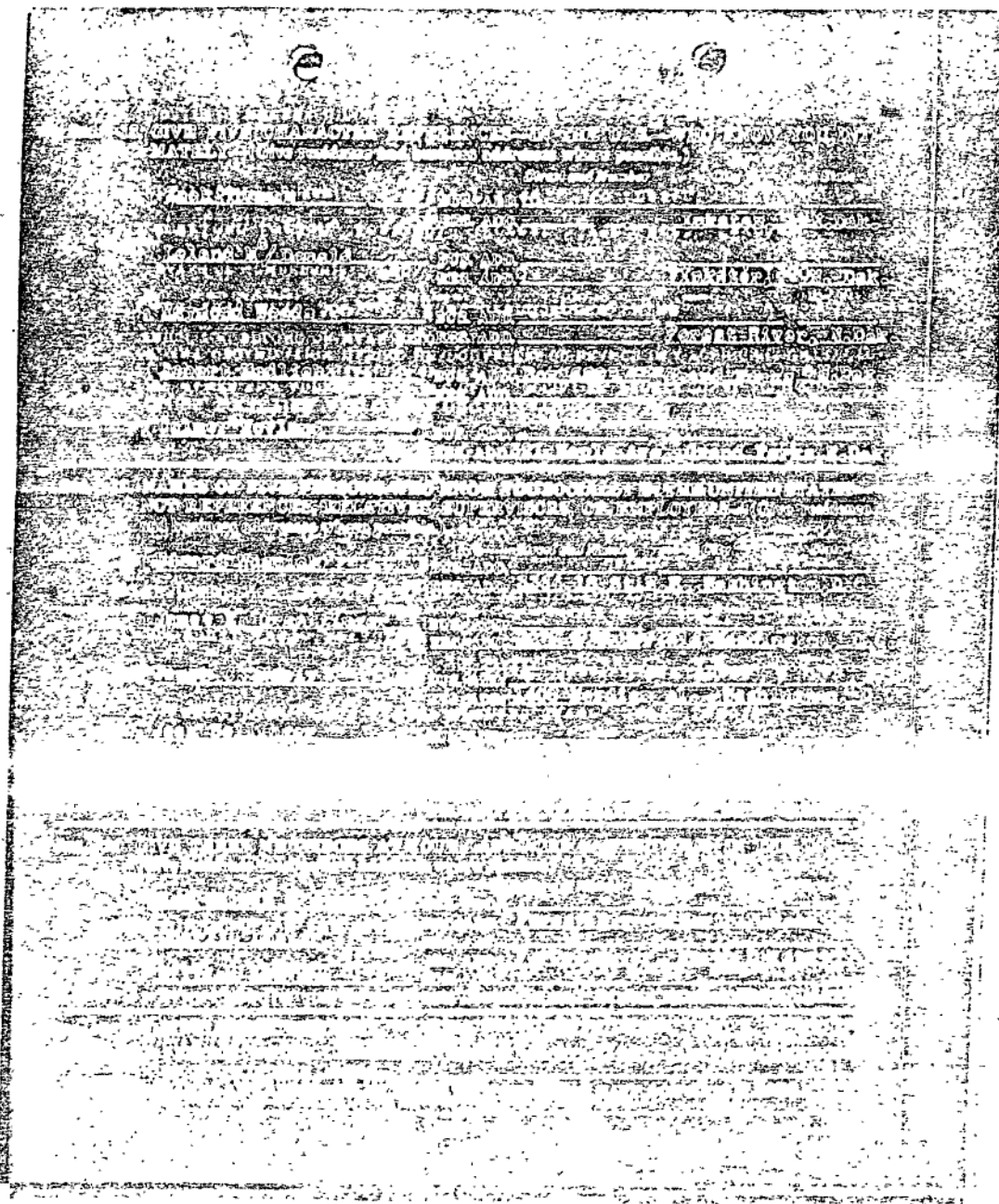
263. SEX

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10-10-68

1928-1930, in the same school, ending in 1930, from the first grade to the fifth at which time I entered Forest River school. The address of MNM school is Inkster, Michigan. As I've stated, I entered Forest River school in 1930.

From June 1946 to October 1948. Reported on 2005
Thomas Farm located at Lakeland, N. Dak.

100-443887-100

[illegible]

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Aaker's School of Business

Grand Forks, North Dakota

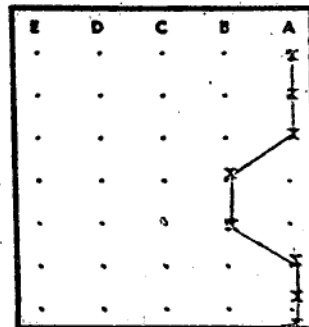
REPORT OF PROGRESS

NAME WOODS, James S. ADDRESS Forest River, N. Dak. COURSE OF STUDY Accountancy DATE December 14, 1951

SCHOLASTIC ACHIEVEMENT

SUBJECTS COMPLETED:

Elementary Accounting
Advanced Accounting
Income Tax
Cost Accounting (Elem.)
Typewriting
Spelling
Business Mathematics
Business Law
Penmanship
Salesmanship
Business English
Office Machines



KEY

A Superior
 B Above Average
 C Average
 D Fair
 E Slow

COMPLETED SUBJECTS

PERSONAL CHARACTERISTICS

INITIATIVE

QUALITY OF WORK

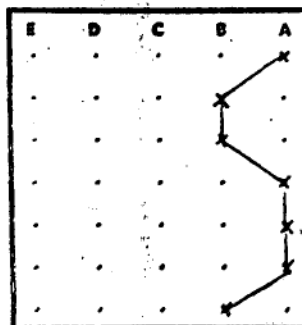
QUANTITY OF WORK

ENTHUSIASM

PUNCTUALITY

COOPERATION

ADAPTABILITY



	E	D	C	B	A
Needs Supervision		Routine Worker	Fairly Progressive	Resourceful	Marked Ability
Careless		Inaccurate	Passable	Good Quality	Highest Quality
Very Low Output		Low Output	Average Output	High Output	Very High Output
Indifferent		Occasionally Enthusiastic	Average	Determined	Confident
Undependable		Improvement Needed	Occasionally Absent or Late	Seldom Late	Always Punctual
Reluctant		Passive	Usually Agreeable	Co-operative	Co-operative
Limited		Slow	Average	With Ease	Exceptional

Manager

James S. Woods

Please keep this report for future comparison

CONFIDENTIAL
SECURITY APPROVAL

Date: 26 March 1952

TO: Chief, Personnel Division

Your Reference: H-3007A

FROM: Chief, Security Division

Case Number: 61115

SUBJECT: WOODS, James Earle

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

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

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

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

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECD procedures.

C. V. Bradley
C. W. HICKSLEY

*not. H. Clements
1/2: will call back:
Do not sign a called 1/2:
ok*

CONFIDENTIAL

but to & Kelly me

CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM

Date: 29 Feb. 1952

TO: Chief, Personnel Division

FROM: Chief, Security Division

SUBJECT: WOODS, James Savile 61415 Request No. H-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, GS-2, OSO, RI, Proc. & Rec., Washington, D. C.
2. This is to advise you of the following security action:

a. ☐ Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. ☒ Name checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. ☐ Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

*Advise per S. J. [unclear]
5 min.*

[Signature]
C. V. [unclear]

CONFIDENTIAL

CONFIDENTIAL
SECURITY
INTEROFFICE MEMORANDUM

Date: 25 January 1952

TO: Chief, Personnel Division
FROM: Chief, Security Division
SUBJECT: WOODS, James Savvie #61415 Request No. H-3007

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. ☒ Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. ☐ Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. ☐ Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

CONFIDENTIAL

OAF OF TERMINATED FILE BEING MICROFILMED