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

To the Director of Central Intelligence

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

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

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

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

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

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

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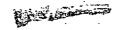
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Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a mark ed interest in learning all facets of his job. Subject at times gives the impression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

SECTION D	CERTIFICATION AND CO	MENTS
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24- SUMMARY OF CAREER PREFEREN	CE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE	
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IS. IDENTITY OF STHEE DOCUMENTS	STATEMENT SHOULD BE REVIEWED IN DETAIL	
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6. ADDITIONAL INFORMATION		
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T. DATE REVIEWED	SE. PROFILE REVIEWED BY	
23 Nov 1963:	nrđ	
ORM NO. 1200 (PART 2) ""	aces from 1000 from 27 SECRET 31k	PROFILE (4)

				•.	EMPLOYEE SERIAL	NŮMÉE #
	FITNESS REPORT	,	-		025798	
SECTION A		NERAL		·	<del></del>	•
1. NAME	(Legy (First) (Middle)	1	1	3. 3E X	4. GRADE 5. 50	
	Wilcott, James B., Jr.	27 Se		<u> </u>	GS-07 SF	
Fisca	1 Acct Asst		WH/C	SSIGNMENT	JMVAVE	N
·	RE OF APPOINTMENT	10. CHEC	H (X) TYPE	OF REPORT		<del></del>
CAREER	RESERVE TEMPORARY	I i ju	TIAL	· · · · ·	HEASSIGNMEN	TOPERVISO
CAREEN-P	ROVISIONAL (See instructions - Section C)	AN	NUAL		REASSIGNMEN	TEMPLOVE C
SPECIAL (S	pecify):		ECIAL (Spec		signation	
II. DATE REPORT	DUE IN O.P.		Ating PERI		· <del>-</del>	
SECTION B	PERFORMANO			- 15 A	pr 66	<del>_ ·</del>
W - Wook	Performance ranges from wholly inadequate to	-1	~~~	Jactorii A	antina in this pateur	
N - HACK	positive remedial action. The nature of the actionation, to reassignment of to separation, (	tion could r	ange from c	ounseling, 1	to further training, to	placing on
A - Adequate	Performance meets all requirements. It is enti- excellence.	rely satisfa	ctory and is	characteri	zad naither by defici	ency nor
P . Proficient	Performance is more than satisfactory. Desire		• being prod	duced in a s	proficient manner.	
S - <u>Strong</u> O - <u>Qutstanding</u>	Performance is characterized by exceptional pr Performance is so exceptional in relation to re- others doing similar work as to warrant special	quirements	of the work	and in com	parison to the perform	mance of
		IC DUTIE				
				<del></del>		
manner in which e	he most important specific duties performed dur, mployee performs EACH specific duty. Conside esponsibilities MUST be rated on their ability to	r Otil Y elf	octivanéss	in performa	nce of that duty. Ali	
SPECIFIC DUTY N	"Lists, computes and veri	fies fo	our cov	er com	panies	LETTEN
commercia	l payrolls involving approx	ximate.	ly 200 .	person	s. Prepares	
and verif	ies all salary checks. An	accoun	iting m	achine	is used	
for payro	lling - Maintains both overt come - for staff employees st					A
PECIFIC DUTY NO	Maintains both overt com	nercial	and c	overt	pay records,	LETTER
**************************************	c. for staff employees, sta s. Maintains leave records	~ ~ ~ ~ ~ ~ ~		~ ~ ~	* ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	;
	taff personnel	5 101 1	IAE CON	ilac i	employees	W
SPECIFIC OUTY NO	Responsible for timely pa	armon t	of mon	thly to	y denosits	RATING
and propa	ration of the quarterly Fe	deral V	lithhol	ding a	nd Social	LETTER
	tax returns of the cover co					A
PECIFIC DUTY NO	" Initiates dispatches and	cables	to He	adquar	ters and	RATING
Field Sta	tions on all matters pertain	lning t	o pay.	lcave	and payroll	
deduction	s of staff employees, staff	f agent	sand	contra	t employees	si l
and_agent	s					A
PECIFIC DÜTY NO	. <b>5</b>					PATING LETTER
	·		٠.			
			•			
PECIFIC DUTY NO	. 6	<del> </del>		<del></del>	·· <del>···</del>	RATING
	•					LETTER
	OVERALL PERFORMANC	E IN CUR	RENT POS	ITION	<del></del>	L
	1					RATING
ormance of speci orticular limitation	everything about the employee which influences fic duties, productivity, conduct on inh, coope as or talents. Based on your knowleage of em	rativanass, playee's <b>o</b> v	partinent parail parior	ersonal tra manca duri	its or hobits, and ng the entiry period,	
	the rating box corresponding to the statement wh	nch mast a:	cufately fai	lects his le	ever of parformence.	"
4/1/11						

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#### HARRATIVE COMMENTS

Indicate significant swengths as weaknesses demanstrated in cuitent pasition keeping in proper paispective their relationship to overall performance. State suggestions made for improvement of no. a performance: Give VERUC (ip performance, Comment on foreign toncome connected; if required for current position. Amplify or explain rating's given in Section VID flowed best basis for determining betwee personnel action. Mannier of performance of managerial or supervisory duties and coir consciousness in the use of personnel; space, equipment and funds, must be commented on, if applicable. If Straspace is needed to complete Section C, arock a separate sheet of paper.

During the period Subject was in charge of the Payroll Section at JUNAVE his performance was, in the rater's oninion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the oncrows tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty; but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND CON	VENTS
1.	BY EMPLOYEE	
12	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	IND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2	BY SUPERVISOR	
MONTHS EMPLOYES HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	
ONDER MY VETER TOTAL	Subject departed the	Station without seeing
12 months	this Report.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 Jun 1966	Shire Simone Bushes	/s/ H. Robert Graham
	Chief, finance Branch	
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWS OFFICE	AL	•
Subject	resigned and departed the	Station nathor suddenly
	ere was an opportunity to	
The supervisor	r has made a careful evalv	nation with which I concur.
- -	•	
i		

6 July 1966 Deputy Chief for Support /s/ William A. Jewett

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FITNESS REPORT  OCOTOUS  SECTION A  GENERAL	NUMBEŘ
SECTION A GENERAL	
Ti NAME (Last) (Phot) (Middle) 2. DATE OF GIRTH 3. SEX ACCRAGE 3. SD	:3
WILCOAT, Junes B, Jr. 27 Sep 1931   32-27   S	<u> </u>
6. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE	
Finance Assistant Fin/GFD/CVTAD Wash., D.  S. CHECK (X) TYPE OF APPOINTMENT IS. CHECK (X) TYPE OF REPORT	U
X CANEER AESERVE TEMPORARY INITIAL MEASSIGNMEN	T ÉLI OF BUILD
CAREM-PROVISIONAL (See Instructions - Section C) ANNUAL AREASSIGNME	_:
SPECIAL (Specify):	-
11. DATE REPORTING PERIOD (From- to-)	<del></del>
ASAP 11 Cet. 1964 - 25 April 1965	
SECTION B PERFORMANCE EVALUATION	
W - Weak  Performance ranges from whally inadequate to slightly less than satisfactory. A reting in this eater positive remedial action. The nature of the action could range from counsuling, to hetere training, to probation, to reassignment or to separation. Describe action taken or proposed in Section C.	ofy requires placing on
A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by defic excellence.	lency nor
P. Proficient Performance is more than satisfactory. Desired results are being produced in a preficient manner.	
S - Strong Performance is characterized by exceptional proficiency.	
O - <u>Otsstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance others doing similar work as to warrant special recognition.	mance of
SPECIFIC DUTIES	
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best d manner in which employee purforms EACH specific duty. Consider ONLY effectiveness in performance of sharduty. A with successiony responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). Specific DUTY NO. 1	
Intervention of the state of th	LETTER
Analyzing Payroll Accounts	P
PECIFIC DUTY NO. 8	RATING LETTER
Reconciling Tax and Retirement Accounts	P
PECIFIC DUTY NO. )	RATING
Computing Staff and Career Agents' Pay and Allowances	P
PECIFIC DUTY NO. 4	HATING LET ER
Conducting Liaison with our Division regarding Payroll matters.	P
PECIFIC DUTY NO. \$	RATING
	1
Preparing Correspondence	A
	<u>                                     </u>
ECIFIC DUTY NO. 6	RATING LETTER
Maintaining Leave records and Agents' Pay Files	P
OVERALL PERFORMANCE IN CURRENT POSITION	<u></u>
ake and account everything about the employee which influences his effectiveness in his current position such as per- pendice of specific duties, productivity, conduct on ico, cooperativeness, pertinent personal mails or bodies, and articular limitations or talents. Based on your knowledge of employee's averall performance during the rating pariod, are the legicular the rating box corresponding to the statement which most accurately reflects his level of performance. To Al 1000	RATING LETTER

SECTION C'. HARMATIVE COLMENTS

SECTION D

Indicate significant attempts or weaknesses compositated in current position keeping introduct presents their relationship to overall performance. Such sungastions made for expression of wink performance. Give recommend to said a transming. Comment on foreign language convetence, it required for exercise position. And they or explain satings given in Section to credite be it bosts for determining future personnel action. Denote of performance of mining person expressive determining future personnel action. Denote of performance of mining personnel action are described.

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

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

1.	BY EUPLOYEE
	CERTIFY THAT I HAVE SEIN SECTIONS A. B. AND C OF THIS REPORT
DATE	SIGNAT LATE OF EMPLOYEE
30 April 1965	
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BLEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for FCS prior to this date.
DATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Acets, Sec. JOSETH H. HUBSCH
3.	BY REVIEWING OFFICIAL
I co	oncur.
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ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PAINTED NAME AND SIGNATURE
30 April 1955	Chief, Compensation and Tun Liv. "Narry F. Strickland

CERTIFICATION AND COMMENTS

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FITNESS REPORT 025793						
SECTION A		HERAL				
1. MAME	(Lost) (First) (Middle)	2. DATE OF BIRTH	1	4. GRADE 9. 10		
4. OFFICIAL POS	Wilcott, James B. Jr	27 Scp 31	M	GS-07 SF		
. OFFICIAL POS	Piscal Acct Asst	DDP/FE/Jito	WASIGNMENT	Tokyo	•	
P. CHECK (E) TY	PE OF APPOINTMENT	10. CHECK IN TTP	E OF REPORT			
X CAREEN		INITIAL	•	REASSIGNMENT	SUPERMISO	
	POVISIONAL (See Instructions - Section C)	X ANNUAL		REASSIGNMEN	· · · · · · · · · · · · · · · · · · ·	
SPECIAL (S	pacity):	SPECIAL ISP	ecity):	<del></del>		
II. DATE REPORT	DUE IN O.P.	12. REPORTING PE			<del></del>	
	100 Bi	- 1 July 1963	- 30 Jur	ie 1964		
SECTION B	PERFORMANC	E EVALUATION				
W - Weak	Performance ranges from whally inadequate to positive remedial action. The nature of the act probation, to reassignment or to separation, D	ion could range from	counseling, t	o further training, to	ty toquires placing on	
A - Mequate	Performance meets all requirements. It is entirescellence.	ely satisfactory and	la characteri	zed neither by defict	ency nor	
P - Proficient	Performance is more than satisfactory. Desired	•	oqueoq in a t	roficient manner.		
S - <u>Strong</u> O - <u>Outstanding</u>	Performance is characterized by exceptional pr Performance is so exceptional in relation to re- others doing similar work as to warrant special	quirements of the wor	k and In com	 partson to the perforg	nance of	
	SPECIF	IC DUTIES				
monner in which ex with supervisory	he most important specific duties performed duri reloyee performs EACH specific duty. Consider sasynsibilities MUST be rated on their ability to	CILY effectivenes	s in performa	nce of that duty. All	employees	
	n Cashier, responsible for the dise yen, U.S. dollars, MPC).	eilý receipt s	and disbu	rsement of	P	
Fecipic Duvy Mo Fionsolida balance dail	tes all Station cash transaction	s to one youch	ior and ve	erifies	PATING LETTER P	
	s all Station transactions for o satisfy accountings and maintains				RATING LETTER	
Polices is accountings.	.4 ndividual housing and vehicle ed	vence accounts	and audi	ts related	RATING LETTER P	
Reintains cost center.	statistical records on private :	rentals by ind	ividual h	ouse and	RATING LETTER	
	of travelors of their entitlements related duties as assigned by			ouchers, end	RATING LETTER	
<del> </del>	OVERALL PERFORMANCE	IN CURRENT PO	SITION			
ormance of specif articular limitation	iverything about the amployee which influences is duties; productivity, conduct on 100, confer is at tolerts. Based on your knowledge of emp he rating box corresponding to the statement wh	his affectiveness in ativeness, perliment loyer's averall perh	his current po personer tra ernionea disti	its or hobits, and; is the follog period.	EAT NO	

FORM AT GASCLETA ARENTOUS ADITIONS

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SECTION C NARRATIVE COMMENTS

hydrete gignificant etrenyths or weaknesses asmanstrated in containing five recommendations for training. Comme available performance, it sets suggestions made for improvement of each performance, Give recommendations for training. Comme on foreign language competence, it requires for current position. Amplify or explain ratings given in vection B to provide best basis for determining future parsonnel action. Manner of performance of managerial or supergraphy fittle Grove to provide destructions.

Subject had performed his duties in a competent manner. Endpringly hage simm of money with few errors, and maintains the necessary statistical records.

- Cost consciousness and management of organization assets does not apply to this position.

CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE 9 Jun 61 /s/ James Wilcott BY SUPERVISOR MONTHS EMPLOYER HAS BERN UNDER MY SUPERVISION AS NOT BEEN SHOWN TO EMPLOYEE, DIVE EXPLANATION DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE /s/ Frank Wells 9 Jun 01 Finance Officer BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL

Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1960. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been schooled for finance training upon his return to Headquarters in July 1964.

OFFICIAL TITLE OF REVIEWING OFFICIAL TPED OR PRILTED NAME AND SIGNATURE /s/ Jack Bandall Finance Officer 7 Jun 0:

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FJTT 10,374, 31 May 63

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	CAREER	T T	AESERVE	<del>                                     </del>	TEMPORARY	<del> </del>	INITIAL		REASSIGNMENT	SUPERVISOR
	CAREAP	IOAISI	ONAL (See metr	uciion e	· Section C)	X	ANNUAL		REASSIGNUENT	EMPLOYEE
	SPECIAL (S	presty)		•	<del></del>		SPECIAL (SING	(ly):	<del></del>	<u></u>
II. DA	TE-REPORT	DUE	IN O.P.				PORTING PER		•	
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SECT	ION B			<u> </u>	PERFORMANCE	E EAV	LUATION			
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manner	in which e	mploye	ie performs EA	CH spa		OHLY	offectiveness	In performa	letter which best de- nce of that dity. All ployees surervised).	
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					ctions for off-					LETTER
			ily accoun	<u></u>	and maintains	s app	ropriate a	substala	ry records.	P
SPE CIPI	C DUTY NO	. 4	•		• ,					LETTER
	es indiv untings.	vidu	al housing	and	vehicle advance	ce ac	counts an	d audits	related	P
	C DUTY NO.				<del> </del>					RATING
									<u>-</u>	LETTER
	tains st center.	atist	ical recor	ds o	n all private r	enta	ls by indi	vidual ho		Р
	C DUTT NO.		<del>,</del>				<del>\</del>	······································		RATING
										LETTER
Perfo	rms oti	ier i	related du	ties	as assigned by	the	Finance (	Officer.		Р
			٥٧	ERAL	L PERFORMANCE	IN CI	JRRENT PO	SITION		
ormanc	· of specif	ic du	ias, productivi	IV. CO	o which influences had to no los, conjuin	stivene	ss, postinent	corsenal tra	its of habits, and	LETTLE
luce th	of Limitation a fatter in t JUN 125	ne rat	gients. Lused ing box critess	on voi	it kanmiesige of empi to the statement wisi	cyda S ch mos	everyolely se	imante duri ilects his le	eval of performance.	P
ن مو	<u>⊌</u> 1.1 593		<u></u>		_			~		

FORM 45 OBSOLETE PREVIOUS KOITIONS.

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	,	SECRET		,
SECTION C		TIVE COMMENT	5	<del></del>
Indicate significant strengths or overall performance. State sugg on foreign-language competence	r weaknesses demonstrated in	s current position to t of work performa- ion. Amplify or ex	isoping in proper pareinfetion thei ace. Give recommendational feath plain ratings given in Section of print or suggivingry duties must b	e Cascritor, I
• .			3 38 7/1	<b>'</b> 63
Cultinat	f- hardatanitana da		MAIL ROOM	
responsibility manner and h Subject at tim	y assigned him. He as shown a maked es gives the impres	has perforn interest in l ssion (whethe	and willing to accept a ned his duties in a con learning all facets of h er warranted or not) of	npetent is job. f being
uncertain in h best judgment impression.	is thinking, and he in reaching decision	does not alw ons, but he i	ays seem to exercise s s striving to eradicate	his this
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	CEDIECATE	• • • • • • • • • • • • • • • • • • •		
SECTION D		ON AND COMME	NIO.	
	CERTIFY THAT I HAVE SEEN S		C OF THIS REPORT	<del></del>
DATE	SIGNATURE OF EMPLOYEE		<del></del>	
21 May 1963	/S/ James B. Wild			
MONTHS EMPLOYEE HAS BEIN		PERVISOR	APLOYEE, GIVE EXPLANATION	
33			PLOTLE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPER	VISOR	TYPED OR PRINTED NAME AND S	IGNATURE
21 May 1963	Finance Officer		/S/ Clarence Norment I	II
OMMENTS OF REVIEWING OFFICIAL		NING OFFICIAL		<del></del>
OMMENTS OF REVIEWING OFFICER	·• :			-
Concur in the	evaluation.	•		
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				. •

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Adm Officer

21 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

/S/ Douglas S. Trabue

COMPRESSION

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			CITAL	ESS REPORT	•			LWF	LOVEE	SCHIAL	NUMBER
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SECTION A.		·····	٠	G	ENERA	L	<del></del>				
1. NAME	(Las		(Fret)	(Middle)	2. D	TE OF BIRTH 3.	3E X	4. 68	ADE	8. 30	
WILC	COTE	James B.				27 Sept 31	M	GS-	-6	SF	
6. OFFICIAL PO	SITION	TITLE				F/DIV/BRICE ASS	GNMENT	a. Ĉu	RRENT	DITATE	N
Fisc	al Ac	cct Asst.	`.		F	E/Tokyo		1	Tok	yoʻ	
S. CHĚCK (X) TY	PE OF	APPOINTMENT		2	. 10. C	HECK IN TYPE OF	REPORT	7	,		· · · · · · · · · · · · · · · · · · ·
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II. DATE REPOR	T DUE !	N.O.P.		•	12. R	EPORTING PERIOD	(From-	o-)			
1		٠,			. 1	Apr 61 - 30	June	62			
SECTION B	,			PERFORMANI	CE EV	LUATION	M. W. L.				
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A - Adequaté			oll may	jiroments. Įt is ent	irely sa	isfactory and is e	harac teri	zed ne	aither l	by defici	ency nor
		lence.									
P - Proficient				satisfactory. Desire		• ,	ed in a	xofici	ent ma	naef.	
S - Strong				ed by exceptional p		•				_	
O - Outstanding	Perfor	rmanco IS so e s doina similar	werk o	inal in relation to re is to warrant specie	i recoon	nts of the work on Ition.	d in com	pariso	n to th	e perfor	mance of
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				luties performed du							
				ecific duty. Consid ed on their chility t							i emplayees
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cf cash.					••	4.				~	•
PECIFIC DUTY N						<del></del>					RATING
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PECIFIC DUTY NO											<u> </u>
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applicable.		
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SECTION D	CERTIFICATION AND COMM BY EMPLOYEE	ENTS
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Elwood Martin
	BY REVIEWING OFFICIAL	
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OFFICIAL TITLE OF REVIEWING OFFICIAL

Finance Officer

17 July 1962

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			recognize the principle of rating the main's idual against the group. Thus an 'average'
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Sr.	CTION F	CERTIFICATION AND CO	MMENTS
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	3 May 1961	Jomes B. Wilcott	(climed)
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Clarence Forment

OFFICIAL TITLE OF REVIEWING OFFICIAL

DATE

3 May 1961

FEATURED BY:

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18. DATE REPORT DUE IN O.P. 11. REPORTING PERIOD TO SPECIAL (Specify)										
- 30 A-mil 1950										
SECTION B	EVALUATION	ON OF PERFOR	MAN	CE OF SPE	CIFIC D	UTIES				
monner in which employed with supervisory responsi	List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the moment 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 supervisor (Indicate number of employees supervised).									
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SECTION F	CERTIFICATION AND CO	NUMENTS -
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NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP	19 April 1965
TO: X CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR
Chief, OPERATING COMPONENT (For action) WH	WILCOTT, James B., Jr.
ATTN:	FILE NO.
Mr. Mullane	K-9524
Continuation of backstopping cover	Returned
MILITARY COVER BACKSTOP ESTABLISHED	EMPLOYEE NO.
US Army Element, Composite Operations Group	0
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X Block Records: (OPMEMO 20.800.1.)  a. Temporarily for days, effective	
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\*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 ANDCI POLICY DIRECTIVE DATED H OCTOBER 1962.\*\*

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

 $\bigcirc$ OLD Wilcall, James B

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FORM 1150	Use Previo	นธ		SEC	CRET C	10	d	Extract true prises	»	(4.01)

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

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

# GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDADE			Per A	nnum	Rate	sand	Steps			
GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500						\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055				4,555	4,680	
<b>GS-</b> 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930				5,530	5,680	
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6.850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8.170	8,440	8.710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10.250	10,605	10.960	11.315	11.679	12,025	12,380	12,735	13,090	13,445
GS-13	12.075	12,495	12,915	13.335	13,755	14,175	14.595	15.015	15,435	15,855
GS-14	14,170	14,660	15.150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16.460	17.030	17.600	18,170	18,740	19,310	19.880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	
GS-17										
GS-18				· · · · · · · · · · · · · · · · · · ·						

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCT MEMORANDUM DATED 1 AUGUST 1996, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME

SERIAL GROW FUNDS GR-ST SALARY SALARY

WILCOTT JAMES B JR

025798 49 380 CF QS 07 3 \$ 5,910 \$ 6,189

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IN ACCOPDANCE WITH THE PROVISIONS OF PURLIC LAKE BY - 797 AND DOL MEMORANDUM DATED IN AUGUST TOMA , SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE IN OCTOBER 1942

NAME

SERIAL CROM FUNDS GPLST SALARY GRUST SALARY

WILCOTT JAMES & JR 025798 56380 CF 06 4 \$ 5325 06 4 \$ 5545

SECRET ARE:9 NOV 1961 (When Filled in) NOTIFICATION OF PERSONNEL ACTION OCF 1. SERIAL NUMBER 2. MAME (LAST-FIRST-MIDDLE) 025798 WILCOTT JAMES B JR 3. HATURE OF PERSONNEL ACTION 4 EFFECTIVE DATE S. CATEGORY OF EMPLOYMENT PROMOTION 11, 12,61 REGULAR B. CSC OR OTHER LEGAL ARTHORITY 7. COST CENTER NO. CHARGEABLE V. 10 (F FUNDS 2137 7351 1000 50 USC 403 J (F 10 Y CF 10 CF 2. DECANIZATIONAL DESIGNATIONS 10. LOCATION OF OFFICIAL STATION DDP FE FE/JAO FE/JAO TOKYO STATION SUPPORT STAFF TOKYO TOKYO, JAPAN 11. POSITION TIFLE 12 POSITION NUMBER 13 CARLER SERVICE BESIGNATION FISCAL ACCT ASST 3167 SF 14. CLASSIFICATION SCHEDULE (65, WB, etc.) 15 OCCUPATIONAL SERIES 16 CRADE AND STEP 17. SALARY OR MATE 06 4 5325 0501.03 18. REMARKS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 22 STATION | 22 INTEGREE 17 ACTION 20 Employ 21. OFFICE CODING 24. Megrs | 25 BATE OF BIRTH 26 DATE OF CRADE 360) 56380 11,12,61 37587 09 27 31 3 33 SECREITY 28 MTE EXPIRES 29. SPECIAL RETIREMENT OATA 31 SEPARATION 35 VET. PREFERENCE 36 SERV COMP DATE 37 LONG COMP. DATE 38. MIL SERV CREDIT/LCD 39 40 SOCIAL SECURITY NO. FEGLI / HEALTH INSURANCE 8 - NONE 1 - 8 PT 2 10 PT. PAEVIOUS COVERNMENT SERVICE DATA 42. LEAVE CAT FEBERAL TAE BATA (00€ E036 TORE ENECUTED COLE . BO TAT EREMPTIC SIGNATURE OR OTLIER AUTHENTICATION

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

SF WILCOTT JAMES B JR 525798 51 71 GS-05 3 \$ 4,340 \$ 4,675

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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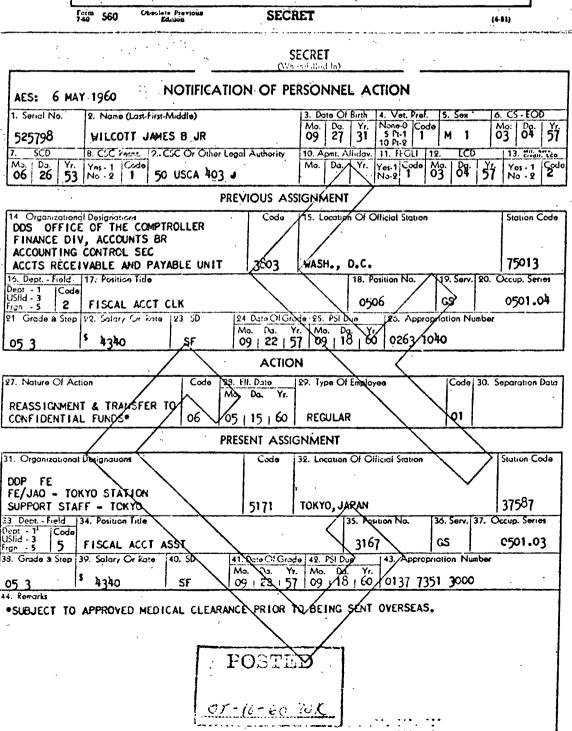
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FROM R-20-250

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125798 WILCOTT JAMES 8 JR SF 0305.02 305 01/12/59

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#### NARRATIVE COMMENTS

basis for determining future personnel action. Mannée of performance of managerial or supervisor it applicable: 162.43 space is useded in the use of personnel, space, equipment and funds, must be commented on, Section C; attach a separate sheet of paper.

During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND COM	IENTS
1.	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT
DATE	SIGNATURE OF ENPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	•	EMPLOYEE, GIVE EXPLINATION Station without seeing
12 months	: this Report.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham
L	BY REVIEWING OFFICIAL	
	ere was an opportunity to r has made a careful evalu	ation with which I concur.
	· · · · · · · · · · · · · · · · · · ·	
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

REVIEWED BY:

	FITA	IESS REPORT				1		
			· · · · · · · · · · · · · · · · · · ·			02	5798	
ECTION A	· · · · · · · · · · · · · · · · · · ·	·	NERAL	<del></del>	1	<del>) </del>	Ta . no	
I NAME	(Last) (First	•	2. DATE OF		3. SEX	4 GRADE	8.30	
	WILCOTT, James	B, Jr.	27 Sep 1		l K	GS-07	SF	
OFFICIAL PO		m <b>t</b>	Fin/CFD	,	,	S. CURRENT	., D. C	•
	Finance Assists	WI C	19: CHECK I				•, 0• 0	•
X CAREER	PE OF APPOINTMENT	TEMPORARY	<del>                                     </del>		OF REPON	,		
	_ <del></del>		INITIA		·	<del></del>	HONMENT:	
SPECIAL (	ROVISIONAL (See Instruction	s - section C)	ANNUA	AL (Spec	- 16-1	1 4 7.		EMPLOY
I. DATE REPORT			12. REPORTE			(a-)		
5416 46704	ASAP					April -190	65	
ECTION B	70.70	PERFORMANC	<del></del>				<del></del>	
W - Weak	Performance ranges from				alastas I	l entire to th	la satassa	
A - Adequate	positive remodial action. probation, to reassignment Performance meets all rec	The nature of the acti it or to separation. D	on could range escribe action	e from a	or proposed	to further tro In Section C	ining, to s	lacing
P - Proficient	excellence.  Performance is more than						•	
S - Strong	. Performance is characteri			4				-
	Performance is so except	ional in relation to req	uirements of t	he work	and in com	parison to th	ne performe	ance of
	others doing similar work						-	
		SPECIFI	C DUTIES					
anner in which a	he most important specific mployee performs EACH sp esponsibilities MUST be ro	pecific duty. Consider	ONLY effecti	iveness	in performa	nce of that	dury. All	
ECIFIC DUTY N	D, 1							RATIN
analv	zing Payroll Accou	inta						
may	PINE INTOIT ACCOU	0103						P
/3 +								
ECIFIC DUTY N	), E						ļ	RATIN
Recon	ciling Tax and Ret	irement Account	ts				İ	p
	<u>-</u>							•
ECIFIC DUTY NO								RATIN
	·· ·				•			LETTE
Compu	ting Staff and Car	eer Agents' Pay	and Allo	owance	es		!	P
							1	
ECIFIC DUTY NO	), 4							RATIN
				_				LETTE
Conduc	eting Liaison with	our Division 1	regarding	Fayr	oll matt	ers.	ļ	P
ECIFIC DUTY NO	. 3							RATING
Dwanni	dna Commonandona	Δ.		-			1	_
rrepar	ring Correspondence	C				•	Ì	A
								·
CIFIC DUTY NO	. 4		•		:		i	RATING
Maints	ining Leave record	ds and Agents!	Pav Files	.`			1	P
		- min separity			•		1	•
	OVERA	LL PERFORMANCE	IN CURRE	NT PO	SITION			
	and the same of th							RATING
	everything about the emplo- lic duties, productivity, c							

OFFICE OF PERSONN

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in the pay per spective their relationship to everall performance. State suggestions made for improvement of work performance. Give recommentation Pte spanning. Comment of the providence of the providence of the providence of the providence of the providence of the providence of the providence of the providence of the providence of the providence of the providence of the province of the pr

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

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

3EC 1:017 5	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
7	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE
30 April 1965	
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for PCS prior to this date.
DATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Accts. Sec. JOSEFH H. HUDSON
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFIC	IAL
I ed	ncur.
: .	
N.	
	2701
30 April 1965	Chief. Commensation and Tax Div. Murray Fy Strickland

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m	-	,	.CITH	Ett DEDOOT				EMP	LOYEE	SERIAL	NUMBER
FITNESS REPORT 025798						3					
SECTION A			<del></del>	G	ENERA	L	• • • •	<b>_</b>			<del></del>
1. NAME	(Lest)		(Firet)			TE OF BIRTH	3. SE H	4. 05		3. 30	
		cott,	James	B. Jr	1	Sep 31	M		-07	SF	
6. OFFICIAL POS		al Acc			1	PIDIVIAR OF	SSIGNMENT	e. cu	Tok		•
9. CHECK (X) TY						/FE/JKO HECK (X) TYPE	07 88 808	ļ		, -	
X CAREER	,	ESERVE	1	TEMPORARY	+	INITIAL			MEAR	HONMENT	BUPBENISO
	ROVISION	AL (Sès tr	and the contract	- Section C)	X	ANNUAL			<u> </u>		EMPLOYEE
SPECIAL (S	pecity):		`			SPECIAL (Spec	tfy):	<u> </u>		···	
11. DATE REPORT	DUE IN	D.P.				PORTING PER			204		
	Aug 64			050505		July 1963	- 30 Ju	ne 1	104		
SECTION B		** ** ***		PERFORMANI		<del></del>		<u> </u>			<del></del>
W - Weak	positivé	remedial	action.	rholly inadequate to The nature of the ac tor to separation.	tion cou	ldiranae from c	ounselina.	to furt	hár trá	inina, ta	ry requires placing on
A - Adequate	Parforma	once meel		ulrements. It is enti							oncy not
P - Proficient	Performa			satisfactory. Desire	d	4 ava halaa eee	dunad to co	nanti - i	+		
S - Strong				sett <del>stactory. Desire</del> ted by exceptional p	•		CACAB IU U I	POTICI	en≀ m∢	onner.	
O - Outstanding	Performa	ince'is so	excepti	onal in relation to re	quireme	nts of the work	and in com	pari so	n to th	e perfora	nance of
				ss to warrant specia	recogn	ition.			- /-		
		<del></del>		SPECIF	IC DU	ries					
manner in which er with supervisory re	nployee p sponsibi	orforms !	EACH 3P	duties performed dur scific duty. Conside ted on their ability t	ONLY	affectiveness	in performa	nca of	that e	duty. All	employees
SPECIFIC DUTY NO		ier r	e enoria	ible for the	lattu	receint or	nd diabur	rzom	ant.	of	RATING
cash (Japane						rocorpo a	ia azooa			~	P
	·										
SPECIPIC DUTY NO											RATING
		I Stat	ien ca	sh transaction	is to	one voucne	er and ve	erii.	ies		1 1
balance dail	y•										P
PECIFIC DUTY NO											RATING
		Station	n tran	sactions for d	ff-ba	se housing	and vel	iicle	e oxr	endi-	LETTER
				and maintains							P
PECIFIC DUTY NO.	. 4	<del></del>		<del></del>		<del></del>					RATING LETTER
	ndividu	ial hou	using a	and vehicle ad	vance	accounts	and audi	ts r	elat	ed	
accountings.											P
PECIFIC DUTY NO.	. 5				<del></del>						RATING
Maintains	statis	stical	record	s or private	renta	ls by indi	vidual h	ouse	and		LETTEA
cost center.	•					-					P
SECIFIC DUTY NO.	6						···				RATING
		elers	of the	ir entitlemen	ts, ai	dits the	travel v	ouch	ers,	and	LETTER
performs othe	r rela	ited du	ties a	s assigned by	the E	inance Off	licer.	,	•		P
			OVERAL	L PERFORMANC	E IN C	URRENT POS	HOITION				
Take into account e	verything	about th	e emstor	oo which influences	his off-	ctiveness in hi	s current or	sitler	, such	05 por-	RATING LETTER
formance of specification	ic duties s or taler	, product	ivity, co	nduct on job, coope of knowledge of em to the statement wi	rativens Ployes's	ss, pertinent perfor	parsònal tra manca duri	its or	habitt	, and poriod	P
1 5 JUL 196	4 -						······································		. p		ł
-, J JUL 130	٠,٠			A 2011 19 55 -		4	-				j

SECTION C.	NARRATIVE COMMENTS	OFFICE OF PENSONNE
Indicate significant strengths or averall performance. State sugge	weaknesses demonstrated in current position keeping stions made for improvement of work performance. Of it required for current position. Amplify or explain r sunnel action. <u>Manner of performance of managerial</u> or	in proper perspective their relationship to live recommendations for training. Commen
Subject has per of money with few e	formed his duties in a competent materiors, and maintains the necessary	unor. Usahurijes huge sums statistical records.
Cost conscious	ess and management of organization	assets does not apply to

this position.

SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE 9 Jun 64 /s/ James Wilcott BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 23 OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE DATE 9 Jun 64 Finance Officer /s/ Frank Wells BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL

Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1960. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been scheduled for Finance training upon his return to Headquarters in July 1964.

NTE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
7 Jun 64	Finance Officer	/s/ Jack Randall	_

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CEA SECRET

1		NESS REPORT	,			EMPLQYEE SE	RIAL NUMBER
M	rii	NE33 KEPUKI				025798	,
SECTION A			ENERA			·	
1. NAME	(Leet) (Fi	ret) 'i (Middle)	1 _	TE OF BIRTH	3. 5EX	4. GRADE 9.	
	T, JAMES B. JR.		7. 0	7 Sept 31	M	GS-6	SF
	ACCT ASST		1	DP/FE/JKO	33.01	Toky	
D. CHECK (X) TV	PE OF APPOINTMENT	·		HECK (X) TYPE	OF REPORT		· ·
CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGN	MENT SUPERVISO
CAREER-PI	ROVISIONAL (See mainicis	one - Section C)	X	ANNUAL		REASSIGN	
BPECIAL (S	pecify):			SPECIAL (Spec	Hy)ı		
II. DATE REPORT	HOUR IN O.P.	,		l Jul 62 -			
SECTION B	<del>*</del>	PERFORMAN			oo oun c		<del></del>
W - Weak  A - Adequate  P - Proficient  S - Strong  O - Quistanding	Performance is character Performance is so exce	n. The nature of the a- cent or to separation, requirements, it is ent in satisfactory. Desir srized by exceptional p ptional in relation to re	tion cou Describe italy sole and result proficiona quiremo	Ild range from e a action taken o isfactory and li a are being pro- cy. nts of the work	ounseling, s or proposed a characteri duced in a j	o further training in Section C.  Led notther by descriptions	ng, to placing an leficioncy nor
	others doing similar wo					<del></del>	
		25ECII	FIC DU	IIE2			<del></del>
manner in which e	hé most Important specif mpToyee performs EACH esponsibilities MUST be	specific duty. Consid	OF ONLY	affectiveness	in performa	nce of that duty	. All employees
	 Cashier, respons	albla for the da	lle sin	anint and a	llahunas	mont of	LETTER
	ese yen, U. S. o		ity te	ceipi and (	nsoarse	ment of	P
PECIFIC DUTY NO	), 2				<del></del>		RATING
Consolidate daily.	s all Station cast	n transactions (	o one	voucher a	ind veri	lles balanc	e P
PECIFIC DUTY NO	. 3				·		RATING
	all Station transonthly accountin						-
PECIFIC DUTY NO		· · · · · · · · · · · · · · · · · · ·		•			RATING
Polices indi- accountings.	vidual housing a	nd vehicle adva	nce a	counts an	d audits	related	p
							RATING
	. • atistical records	on all private	renta	ls by indiv	ridual ho	ouse and	LETTER P
ost center.							
PECIFIC DUTY NO.	•				٠		RATING
Performs other	her related dutie	s as assigned l	y the	Finance C	officer.	,	P
	OYER	ALL PERFORMANC	E IN C	URRENT POS	ITION		
ormance of specif orticular limitation	everything about the emp includios, productivity, is artalents. Based on he,rating bas correspond	conduct on job, coope	ployee's	as, pertinent properties	ersonal tra mance duri	its or habits, an ng the rating pe	riod n
2 0 JUN 196	ii i		-	•	S21-1		

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	SECRET (French (Italian)	
SECTION C	NARRATIVE COMME	ENGLAS IDEALIAT
Indicate significant strengths of overall performance. State sugg	or weaknesses demanstrated in current positions made for improvement of work perform. If required for current position. Amplify or	ion hearing in proper persisting their relationship to immune. Give recommendation 40 graining. Comment would nesting a given in Section 8 to Wilde best
opplicable.		inagerial or supplyingly duties must be described, if
		38 PH 863
×		Ma.
		MAIL ROOM
	is conscientious, industrious	s, and willing to accept all
responsibility manner and h	y assigned him. He has perfo has shown a mark ed interest i	ormed his duties in a competent in learning all facets of his job.
uncertain in h best judgment	nes gives the impression (whe his thinking, and he does not a t in reaching decisions, but he	
impression.		
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SECTION D	CERTIFICATION AND COM	MENTS
	BY EMPLOYEE	
I.C	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
21 May 1963	/S/ James B. Wilcott	•
CL Flag 1909	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEIN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	DEMPLOYER, GIVE EXPLANATION
33	-	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
ATE	OFFICING TITLE OF JOI ENTITION	TYPED OR PRIGIED HOME MIND FILLING
21 May 1963	Finance Officer	/S/ Clarence Norment III
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OFFICIA	AL.	
Concur in the	evaluation.	
Brown Commence	* :	. •
•	•	
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Adm Officer	/3/ Douglas S. Trabue

SECRET CONFIDENTIAL

REVIEWED BY: SECRET or Career Service Board FITNESS REPORT GENERAL A. DATE OF BIRTH S. BEX 4. GRADE WILCOTT, James B. SF 27 Sept 31 M GS-6 . CURRENT STATION 6. OFFICIAL POSITION TITLE P. OFF/DIV/DR OF ASSIGNMENT FE/Tokyo Fiscal Acct Asst. Tokyo 10. CHECK (X) TYPE OF REPORT 9. CHECK (X) TYPE OF APPOINTMENT RESERVE INITIAL REABSIGNMENT SUPERVISOR TEMPORARY CAREER-PROVISIONAL (See Instructions ANNUAL REASSIGNMENT EMPLOYEE SPECIAL (Specify): SPECIAL (Specify): II. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- 10-) 1 Apr 61 - 30 June 62 SECTION B PERFORMANCE EVALUATION 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. W - Weak-Performance meets all requirements. It is entirely settlefactory and is characterized neither by deficiency nor A - Adequate. 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 - Quistanding 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 supervisory responsibilities MUST be rated on their ability to supervisory responsibilities MUST be rated on their ability to supervisory responsibilities MUST be rated on their ability to supervisory responsibilities must be supervised). Station cashier responsible for the day to day receipt and disbursement P of cash. SPECIFIC DUTY NO. 2 Consolidates all station cash transactions to one voucher and verifies P balance daily. SPECIFIC DUTY NO. 3 Summarizes all station transactions for off-base housing and vehicle expendi-S tures into monthly accountings and maintains appropriate subsidiary records. SPECIFIC DUTY NO. 4 RATING Polices individual housing and vehicle advance accounts and audits related accountings. S Maintains statistical records on all private rentals by individual house and P cost center. SPECIFIC DUTY NO. 8 Performs other related duties as assigned by the Finance Officer. P OVERALL PERFORMANCE IN CURRENT POSITION Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or hobits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. P

OBSOLETE PREVIOUS EDITIONS.

SECTION C	NARRATIVE COMMEN	TS. 11. 15. 11. 15. 15. 15. 15. 15. 15. 15
ovorall performance. an foreign language	trengths or weaknesses demonstrated in:current position State suggestions made for improvement of work perform ompetence, if required for current position. Amplify or e future personnel action. <u>Manner of performance of manage</u>	ance. Give řecomměndations for training. Comment Referin ratings pivien la Section B to provide best
given him. H experience or job. He ban	is conscientious, industrious, and will a har performed capably in a function training, and has shown a marked interhandled large sums of money with few percords in a competent manner.	for which he had no previous rest in learning all facets of his
•		
No.		
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· · · · · ·		·
SECTION D	CERTIFICATION AND COMM	ENTS
١.	BY EMPLOYEE	
,	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AN	ID C OF THIS REPORT
19 July 1	James B. Wilcott /s/	
R. MONTHS EMPLOYEE HA UNDER MY SUPERVISIO	BY SUPERVISOR  S GREN IP THIS REPORT HAS NOT BEEN SHOWN TO E	MPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 19	62 Finance Officer	Elwood Martin
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWS	NG OPFICIAL	

SECRET

Clarence F. Norment

Finance Officer

17 July 1962

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1 3			•				1	52	25	79	8			
SECTION A	,		GEN	ERAL					•					
I. NAME (Léet)	(Fliet)	(Middle)		2. DATE OF B	IRTH		3. 3€	× .		4. 0	RADE			
VILCOTT,	OTT, James B 27 Sept 1					1931 M GS-0								
	OFFICIAL POSITI	ON TITLE		· · · · · · · · · · · · · · · · · · ·			7. OF	F/DIN	//BR C		IONME			
SF	Fiscal	Acct. As	sst.				1	Tok	vo s	tati	on			
8. CAREE	R STAFF STATUS				<del></del>	TYPE OF MEPORT								
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PENDINE	ECLINED	DENIES		MANNUAL		REASS	GNWE	NT/ER	4PLOY	25				
10, DATE REPORT QUE IN O.	P. 11. RE POR	TING PERIOD		SPECIAL (Spe	city)									
V 31 122 19	27 May	60 to 31	Mar 6	i-										
SECTION B	EVALUATION	TION OF PE	BEOBL	ANCE OF SE	PECIFIC	DUT	FS							
									L. L	h				
List up to six of the most im manner in which employee pe	erforms EACH sp	ecific dúty. (	Consider	ONLY offection	venezz in	perfor	monce	of the	at duty	r. All	empio	Acc to		
with supervisory responsibil	a. WO31 04 10	rea da men d		Sopervise (mo	70210 HUMO		410,00			<i>.</i>				
1 · Unsatisfactory 2 ·	- Baraly adequate	3 - Acce	ptable	4 - Competent	S - Ex	cellan	6 -	Super	rior	7 - 0	Outsta	nding		
SPECIFIC OUTY NO. 1 Stat.	ion cashier	respon-	RATING	SPECIFIC DUT			<del></del>					BATING		
sible for the day to	o day receip	t and	NO.	Polices	Individ	ual	hous	ing	and	vehi	cle	, NO.		
disbursement of casi	A		4	advance a	recount	s an	d au	dits	rel	bets.	1			
		1	· · ·	accountin	rgs.		-					4		
SPECIFIC DUTY NO. 8		1	RATING	SPECIFIC DUT	Y NO. 8						-	PATING		
Consolidates all sta	ation cash t	raneac-	NO.	Maintains	stati	stic	al r	ecor	da c	n al	1	NO.		
tions to one voucher	and verifi	88	, .	private r	entale	by:	indi	vidu	al h	OUSA	_			
balance daily.		n	4	and cost		•						4		
SPECIFIC DUTY NO. 3 SUMME	riees all s	tation	RATING	SPECIFIC DUT								ATING		
transactions for off			NO.								- 1	NO.		
vehicle expenditures countings and mainta	into month	ly ac-	- 1	Performs						_	.			
subsidiary records.	ins appropr	late	_	assigned	by the	rine	ruce	UII	10er	•	ł	4.		
SECTION C E	VALUATION O	FOVERALL	PEDE	OPHANCE IN	CHOOS	NT P	ACITI	ON						
		,												
Take into occount everything duties, productivity, conduct (	about the employ	oo which infl	vences h	is offectivene:	ss in his	current	posit	ion -	perfor	nance	of apo	cific		
your knowledge of employer's														
statement which most accurati											•			
		<del></del>												
1 - Performance	in many importan	t respects fai	is to me	ot requirements	<b>.</b> .	:	٠.	-		R.	TING			
3 - Performance	maets most require clearly meets bar	rements but H Lic recuiremen	s deticle nts.	nt in one or mo	ore import	aut tes	pocts.	•						
4 - Performance	clearly exceeds b	nesic requirem	ents.		-					1	,	1		
5 - Performance ( 6 - Performance (	in every importan	t respect is s	uperior.							L	4	·		
		·												
ECTION D				HE EMPLOY										
	oxes below, che													
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SEE SECTION "E" ON REVERSE SIDE SECRET

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3 May 1961

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SEE SECTION "E" ON REVERSE SIDE

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		(When Filled In)	
SECTION E	NARRATIVE DESCRIPTION	N OF MANNER	OF JOB PERFORMANCE
work. Give recommenda	oflons for his training. Describe, it or explain, if appropriate, ratings (	appropriate, his	suggestions made to employee for improvement of his potential for development and for assuming greater re- NS B, C, and D to provide the best basis for determinin
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SECTION E	NARRATIVE	DESCRIPTION	OF MANNER OF	JOB PERFORMANCE
Streen strengths and weakne	sses démonstre	ted in current pos	itian. Indicate sua	aestions made to employ

arreas 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 privited of the development of the resulting greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the test basis for determining future porsonnel actions.

has ifficott is a gardal and cooperative MARCH. 2(19 MARCH and gais along within people. In does get his work out in the required time but here stress should be put on accuracy. It is capable of more efficient work than he is doing at the present time. In does required supervision.

In does not abuse his leave privileges and as a whole, has a favorable attitude toward his work and the Agency.

SECTION F	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
	certify that I have seen Sections A, B,	C, D and E of this Report.
DATE   10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	SIGNATURE OF EMPLOYEE	mile & Ducktife
2.	BY SUPERVISOR	<b>(</b>
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.
EMPLOYER UNDER MY SUPE	RVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DAYE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
lardi 10, 1959	Time, Leave, Pay Supr.	Am C. Robbins Kathing
3.	BY REVIEWING OFFIC	CIAL
Y I NOULD HAVE GIVEN THIS	EMPLOYEE ABOUT THE SAME EVALUATION	l.
I WOULD HAVE GIVEN THIS	EMPLOYEE A HIGHER EVALUATION.	
I WOULD HAVE GIVEN THIS	EMPLOYEE A LOWER EVALUATION.	
I CANNOT JUDGE THESE EV	ALUATIONS. I AM NOT SUFFICIENTLY FAM	ILIAR WITH THE EMPLOYEE'S PERFORMANCE.
COMMENTS OF REVIEWING OFFIC	iat.	•
	••	
DATE	OFFICIAL TITLE OF REVISHING OFFICE	
iller (12, 1959	A/C, Staff Employees Accts	Sect. Addie B. Lods
• •	SECRET	

		FIT	NESS RE	PORT (I	art I) PERFORM	MANCE		
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FOR THE S	EFERVISOR.	This sepost	is designed	ta help you or officials.	express your evaluation of the control of the contr	n of your sub requires that	kna staniban woo inform	to trenami:
insta wher	e he atend	s with you.	Completion	of the repo	ist can help you prep	are for a di	scussion with	h him of his
strengths	and weaking	erro. It is	elso organ	isation polic	y that you show Part I or recommended that you re	of this repor	t to the emp	loyee except
any Tuest	ion. If the	is is the i	nitial repor	it on the eq	ployer, it must be com	pleted and to		
		han 30 days	ofter the di		in item A, of Section	A below.	<del></del>	<del></del>
SECTION'	A. (Last)	· · · · · · · · · · · · · · · · · · ·	iret)	(Widdle)	ERAL	3. SER	LA SERVICE	DESIGNATION
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SECTION 8	) <b>.</b>		· · · · · · · · · · · · · · · · · · ·	CERTII	ICATION		ε	
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5 Dec.	1957	Ben I	I. Harlon	Bent	Masson De	púty Chief	🗽 Account	ing Br.
. FOR THE	REVIEWING D	FFICIALI RE	CORD ANY BU	BSTANTIAL DI	FRENCE OF OPINION WI	TH THE SUPERY	ISOR. OR ANY	OTHER IN-
FORMATIO	N. WHICH DE	LL LEAD TO A	BETTER UND	ERSTANDING OF	THIS REPORT.	•		
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ECTION C.					CE EVALUATION /// ja	> .		
. RATING OF	N GENERAL PE	RFORMANCE O	F DUTLES		11/2			
is duties (	during the s	ating period	d. Compare	him ONLY wit	eness with which the in h others doing similar nto account later in Se	work at a sin		
L;	2 - BARELY A CARRY OU D - PERFORMS D - PERFORMS D - A FINE P	DEGUATE IN I T RESPONSIBE MOST OF HIS Duties in A Erformance, HIS Duties	PERFORMANCE, ILITIES, B DUTIFS ACC A COMPETENT, CARRIES OU!	EPTABLY, OCC: EFFECTIVE WI MANY OF HIS	MAS HAD SPECIFIC GUIDA ASIONALLY REVEALS SOME	AREA OF WEAKN	E33.	
DIENENTS:	Mr. Wil	cott is v	ery indus	strious an	d accepts his ass	ignments w	ithout he	sitatio:
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(Show Filled In)	:
2. PATTINGS ON PERFORMANCE OF SPECIFIC BUTTES	
DISPECTIONS:  a. State in the spaces below up to aim of the more important SPECIFIC duties of special during this rating Place the most important farst. Do not include minor or unimportant duties.  b. Rate performance on each specific duty considering CNLY effectiveness in performance of the ispecific of the specific duty considering the supervisor of the included as a specific duty (do not rate as supervisor who supervise a secretary only).  d. Compare in your mind, when possible, the individual being rated with other performing the same distinguished as a specific duties.  e. Two individuals with the same job title may be performing different duties. If no like them on diduties.  f. Be specific. Examples of the kind of duties that might be rated are: Many.	duty. ra thou uty at ifferen
f. Be specific. Examples of the kind of duties that might be rated are: MAIL ORAL BRIEFING  ORAL BRIEFING  ORAL BRIEFING  GIVING LECTURES  CONDUCTINES  CONDUCTINES  OFFICIALS	ING OF DAT
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - DARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY DESCRIPTIVE APPLIED APPLIE	G 5141.
seasone outr no. Theodrie coligating in- mating seasone outr no. A Assists in the closing	RATING
struments, supplements and adjustments and reopening of the allottent ledger	NUMBER
relation to allotrent accounting. 4 accounts at close of each fiscal year.	4
sis of allotment ledger accounts of un audited cancellations of obligations to indivi-	NUMBER
liquidated obligations.  4   hual allothent accounts	4
Presence outs no. 5 Checks and reconciles Inting presence outs no. 6 Prepares surraries re-	RATING
runs of expenditures with those in the Number quired for reconciliations and duplicat	
allotment ledger accounting records. 4 allotment records (copies) for forward	
. MARMATIVE DESCRIPTION OF NAMES OF JOS PERFORMANCE to the various allottees.	
IPECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.	
he. Wilectt is very suctions to prove his estabilities. Accordingly, he frequently assumes additional duties other than there assigned to him. He is very attentive his work, is different in applying himself to the joe, he is very quiet by nature and it is only or rare occasions that he indulyes in conversation unrelated to his device. He is attempting to become better aquainted with government accounting as has been evidenced by his enrollment in an accounting course with the Accounting Branch.	to t
ECTION D. SUITABILITY FOR CURRENT JOB IN CREANIZATION	
IRECTIONS: Take into account here everything you know about the individualproductivity, conduct in the prisonal characteristics or habits, special defects or telentsand how he fits in with your teams the him with others doing similar work of about the same level.  1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED  2 - OF DOUBTFUL SUITABLLITYBOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A PARELY ACCEPTABLE EMPLOYEESELOR AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY CUTSTANDING TO ANY 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 - ERCELLED.BY CALLY A FEE IN SUITABILITY FOR BORA IN THE ORGANIZATION	. Com-
THIS INDIVIDUAL BETTER SUITED FOR BORK IN SOME OTHER POSITION IN THE ORGANIZATION! 15 No. 17	183.
Frankfully. He is well suited for his present position, but has empressed a decire for an opportunity to serve in an overseas assignment, as this was a part of his ambition in seeking employment with the Agency. It is believed that he could reading appropriate duties in the field of accountancy.	

QUADRUPLICATE-To Employing Office

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STANDARD FORM 61
TRYDED MARCH 194
U. S. CIVIL SERVICE COMMISSION

# APPOINTMENT AFFIDAVITS

IMPORTANT.—Belore	swearing to	these as	ppointment	affidavits,	you	should	read	and	understand
	the a	ttached	information	for appoin	too				

the atta	ched information for appointee
CENTRAL INTELLIGENCE AGENCY	WASHINGTON, D. C.
(Department or agency)	(Buresu or division) (Place of employment)
JAMES BERNARD MILCOTT, JR.	, do solemnly swear (or affirm) that-
A. OATH OF OFFICE	
domestic; that I will bear true faith a	stitution of the United States against all enemies, foreign an nd allegiance to the same; that I take this obligation freel pose of evasion; that I will well and faithfully discharge the ut to enter, SO HELP ME GOD.
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVI	ITY AND AFFILIATION
organization that advocates the overt- -United States, or which seeks by force Constitution of the United States. I	throw of the constitutional form of the Government of the constitutional form of the Government of the conviolence to deny other persons their rights under the do further swear (or affirm) that I will not so advocate or of such organization during the period that I am an emany agency thereof.
C. AFFIDAVIT AS TO STRIKING AGAINST	THE FEDERAL GOVERNMENT
agency thereof, and I will not so partic States or any agency thereof. I do not ment of the United States or any age United States or any agency thereof; member of an organization of Governa Government of the United States or an	rike against the Government of the United States or any cipate while an employee of the Government of the United t and will not assert the right to strike against the Government of the I do further swear (or affirm) that I am not knowingly a ment employees that asserts the right to strike against the my agency thereof and I will not, while an employee of the my agency thereof, knowingly become a member of such an agency thereof, knowingly become a member of such an agency thereof.
D. AFFIDAVIT AS TO PURCHASE AND SAL	E OF OFFICE
I have not, nor has anyone acting sideration for or in expectation or hope	in my behalf, given, transferred, promised or paid any con- of receiving assistance in securing such appointment.
E. AFFIDAVIT AS TO DECLARATION OF AI The answers given in the Declarat correct.	PPOINTEE ion of Appointee on the reverse of this form are true and
4 Karch 1957	1 11 11 11 11 11 11 11 11 11 11 11 11 1
(Date of entrance on duty)	Commiss of Willatt &
Subscribed and sworn before me this 4th	day of A. D. 19.57,
at Mashin_ton,	D. C. (State)
[SEAL]	Care & Philippe 5 63: 15 & 161
•	Appointment Clerk

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

DECLARATION OF APPOINTEE

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

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To:

Personnel Division

From:

Jemes B. Wilcott, Jr.

Subject: Supplements to personnel records

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

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

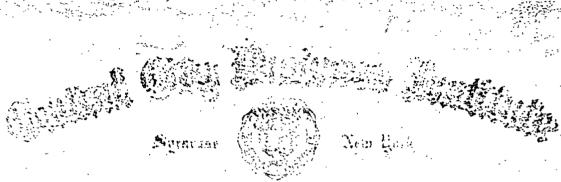
The attached auto-stat copies are attached as instructed by Personnel Livision.

\* Also attached is a copy of my grade report for the lat and 2nd semesters at the U.S. Department of Agriculture

Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR





# Se il Troise Chat James M. Milait

As a completed the encreation prescribed by the Foculty and Mance of Directors of this Free lines and office examinations in all the required vulnicate in therefore adjudged morthy of Praduction from the Course of

generalist Australia Administration and Accounting

and is unlitted to all the rights privileges, and honors of the **Institute, by which these**,

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Jehnnary 27, 1957

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cold Brook, New		Street. Ci	ty, State, Country	·)	Cl	IDED	
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13. IF BORN OUTSIDE U.S	~ <del></del>	14. PLACE OF					`
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CTION X	SPECIAL QUALIF	FICATIONS				
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ſ	SECTION X CONTINUED FROM PAGE 4
1	<ol> <li>LIST ANY SIGNIFICANT PUBLISHED WATERIALS UP WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested).         INCICATE TITLE, PUBLICATION DATE, AND TYPE OF BRITING (Non-fiction, scientific articles, general interest sub-</li></ol>
I	Rone
ľ	. INCICATE ANY DEVICES MICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
	Kone
ľ	LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
	None
ľ	O. LIST ANY PROFESSIONAL, ACADEMIC OR HONOMARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR BERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.
	None
Ė	SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
Γ	3/20/57 to 2/15/58 5 Fiscal Div. Accounts Branch
!	3/20/57 to 2/15/58 5 Fiscal Div. Accounts Branch 4. NO. OF EMPLOYEES UNDER YOUR DIRECT 5: OFFICIAL POSITION TITLE
	SUPERVISION None Accounting Clerk
1	6- PESCRIPTION OF OUTLES
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٠.	2/15/58 to Present   5 Finance Div. Tax and Compensation Branch
	2/15/58 to Present 5 Finance Div. Tax and Compensation Branch
	SUPERVISION None Payroll Clerk
	Preparation of payroll documents considering base and premium ray and allowances, Maintaining of leave records, Conduct liaison with area division on payroll problems Application of Agency pay regulations.
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FORM 61 USE PREVIOUS

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NOTE: If oath is taken before a Notary F	ublic,	the date	of ex	piratio	n of his	Com	m≀ss:o	n shoul	d be si	town.		1
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(OVER)

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

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COM- PUTATION DATE* (RIF Pu-noses)
Years						
Months						
Days						

Enter as the "Service Computation Date" of the employee's "Service Record Card," SF 7

REMARKS:

B. S. 001423-9517 PRINTING SPINES 18-40420-

CONFIDENTIAL

## SECURITY APPROVAL

DATE: 20 November 1965

YOUR

REFERENCE:

Memorandum dated 18 November 1965

CASE NO. : 10

: 109301

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: Director of Personnel

ATTN

SUBJECT

WILCOTT, James B., Jr.

- This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn Chief, Personnel Security Division

10.45 1173 \*\*\*\*\*\* \*\*\*\*\*\*\*\*

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	, Over Filled [6]
·	STAFF AGENT CLEARANCE
DATE	: 19 April 1965
YOUR REFERENC	GE: 32273
CASE NO.	: #109301
70	: Chief, Contract Personnel Division
ATTN.	: Staff Agents Branch
SUBJECT	: Tilente, Jane 8
l. The ment of the	his is to advise that a security clearance is granted for the employ- e Subject as a Staff Acent, GS-07, by DDP/WH in the capacity of
Fiscal Acc	ct. Asst., at JMNAVE.
use of the to this off  3. Un 120 days, t  As	f your office should desire at a later date to change the status or Subject, a request to cover any proposed change should be submitted fice.  These arrangements are made within 60 days for entrance on duty within this Approval becomes invalid.  If a part of entrance on duty processing:  personal interview in the Office of Security must be arranged by our office.  personal interview is not necessary.
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Date: 9 November 1956

O. Chief, Records & Services Division

Your Reference: C-5841 Compt.

Personnel Office FROM: Chief Security Division

Case Number: 109301

Personnel
SUBJECT: WILCOTT, James Bernard, Jr.

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 is late, this approval becomes invalid.

Subject is to be polygraphed as part of EOD procedures.

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