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Provenance:

Category: **Uncategorized**

Person:

Date:

SECRET

4 MAR 1955

MEMORANDUM FOR: Deputy Director for Plans

ATTENTION: DDP/QP

SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

"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 Registry is rapidly churning out priority dispatch traffic.

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.

"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."

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.

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3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows: