

22 AUG 1962

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5.
McKenney Margaret E.		11 Aug 1919	F	13	
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
Chief EE Personnel		DDP/EE/SS/PERS	Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)		<input type="checkbox"/>	ANNUAL	
<input type="checkbox"/>	SPECIAL (Specify):		<input checked="" type="checkbox"/>	REASSIGNMENT SUPERVISOR	
<input type="checkbox"/>			<input type="checkbox"/>	REASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
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 the 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
Personnel Staff Officer to Chief of Division and Chief of Support					O
SPECIFIC DUTY NO. 2					RATING LETTER
Plans, organizes and directs those functions necessary for personnel support of Headquarters and Field.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Personally handles sensitive personnel cases					O
SPECIFIC DUTY NO. 4					RATING LETTER
Supervises [ ] employees					P
SPECIFIC DUTY NO. 5					RATING LETTER
Liaison with other Agency components					S
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
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.

Only two comments can be added to the remarks made in Section E of the January 1962 report:

1. She has demonstrated during this seven month period, with the dependent travel ban, Division and field reorganization, strength reductions and change of Division Chiefs, a remarkable degree of skill, understanding, patience and just general professionalism. Her performance could not have been matched by any other Area Division Personnel Officer known to me. She does, however, still try to do too much herself, but here too, real improvement has been made. With this minor exception, she is a competent supervisor and manager. Her Section is well organized, the other employees know what their duties are and are left alone to do them. In spite of a very heavy workload (perhaps because of it?) morale is high.

2. Long overdue and by any standard, exceptionally qualified, she should be promoted soon.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE  
8-2-62

SIGNATURE OF EMPLOYEE  
*M. McKenney*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
19 months

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

DATE  
3 August 1962

OFFICIAL TITLE OF SUPERVISOR  
Chief, Support Staff/EE

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL  
I returned in August 1961 after several years of continuous duty abroad to assume the position of DC/EE Division and in June of 1962 I became Division Chief. During much of this period since my return I have been occupied with questions of personnel management. The Division has had to meet requirements of the priority areas for qualified officers and carry out a general reduction, including the [redacted] program; at the same time. Through all of this, Miss McKenney was a veritable tower of strength. Her knowledge of personnel procedures, her absolute dependability and her discretion in sensitive matters, have all contributed to  
(continued)

DATE  
6 August 1962

OFFICIAL TITLE OF REVIEWING OFFICIAL  
Chief/ EE  
David H. Murphy

~~SECRET~~