

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

**SECTION A**

**GENERAL**

1. NAME (Last) <b>Hawkins</b> (First) <b>Adelaide</b> (Middle) <b>M</b>			2. DATE OF BIRTH <b>6 March 1914</b>	3. SEX <b>F</b>	4. GRADE <b>GS-14</b>	5. SD <b></b>
6. OFFICIAL POSITION TITLE <b>Cryptanalyst - Ch</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>OC-SPS/CMT</b>	8. CURRENT STATION <b>Headquarters</b>		
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	INITIAL
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/>		ANNUAL	REASSIGNMENT SUPERVISOR
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>30 April 1963</b>			12. REPORTING PERIOD (From- to-) <b>January 1962 - 31 March 1963</b>			

**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.	RATING LETTER
1 Chief, Analysis Branch supervising 10 personnel engaged in the analysis of various kinds of complex data	P
2 Conducts mathematical studies of cryptographic systems using both manual and computer techniques and uses the results in cryptanalytic work	S
3 Conducts liaison with various components of the Agency concerning the subject of Communications systems analysis problems	P
4 Conducts high level liaison with her counterparts in the National Security Agency on problems of mutual interest & on which NSA & CIA are jointly working	S
5 Edits, and corrects if necessary, analytical reports written by the Analysts under her supervision	P
6	

**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 box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER <b>P</b>
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**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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mrs. Hawkins continues to produce excellent results from every element of her Branch. She is one of those female officers who has the ability, rarely encountered in women, to effectively supervise a group of men of near equal ability, without the slightest trace of resentment in any respect.

Because of the complexity of many of her analytic problems, she must personally involve herself in extensive detailed analysis work, and in liaison duties directly related to these problems. Mrs. Hawkins was very recently promoted to the grade of GS-14.

**SECTION D**

**CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE <i>Apr 5 1963</i>	SIGNATURE OF EMPLOYEE <div style="border: 1px solid black; width: 100%; height: 1.2em;"></div>
<b>2. BY SUPERVISOR</b>	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION <i>42</i>	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION <div style="border: 1px solid black; width: 100%; height: 1.2em;"></div>
DATE <i>5 April 1963</i>	OFFICIAL TITLE OF SUPERVISOR <i>Deputy Chief, OC-SPS</i>
<b>3. BY REVIEWING OFFICIAL</b>	
COMMENTS OF REVIEWING OFFICIAL <div style="border: 1px solid black; width: 100%; height: 1.2em;"></div>	
DATE <i>5 APR. 63</i>	OFFICIAL TITLE OF REVIEWING OFFICIAL <i>Chief, OC-SPS</i>