

~~SECRET~~
(When Filled In)

FITNESS REPORT	EMPLOYEE SERIAL NUMBER
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SECTION A GENERAL

1. NAME (Last) (First) (Middle) CAWLEY, Evangeline M.		2. DATE OF BIRTH 8-19-17	3. SEX F	4. GRADE GS-15	5. SD
6. OFFICIAL POSITION TITLE Ops Officer - Branch Chief		7. OFF/DIV/BR OF ASSIGNMENT DDP/SR/R&T		8. CURRENT LOCATION Hqs	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 April 1963			12. REPORTING PERIOD (From- to-) July 1962 - 31 March 1963		

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 Advise SR Division on policy matters pertaining to requirements.	RATING LETTER P
SPECIFIC DUTY NO. 2 Advise operating branches on priority requirements.	RATING LETTER S
SPECIFIC DUTY NO. 3 Coordinate intelligence requirements pertaining to USSR.	RATING LETTER S
SPECIFIC DUTY NO. 4 Supervise and direct <input type="checkbox"/> requirements Branch personnel.	RATING LETTER P
SPECIFIC DUTY NO. 5 Contact with consumer components.	RATING LETTER S
SPECIFIC DUTY NO. 6 Develop procedures for tailoring requirements.	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
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16 APR 1963

FORM 45 OBSOLETE PREVIOUS EDITIONS.

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GROUP 1 Excluded from automatic downgrading and declassification

APPROVED FOR RELEASE
30 OCTOBER 2013
AR 70-14

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.

OFFICE OF PERSONNEL
APR 12 3 31 PM '63

Mrs. Cawley has consistently displayed her vast and unique knowledge of the intelligence community. By conscientiously applying her excellent knowledge of the USSR, she has done an exceptional job in converting complex intelligence requirements into meaningful collection tasks. Her enthusiasm, initiative and reliability have been frequently and favorably commented on by both her superiors and coworkers. She is an effective supervisor and has the respect not only of her employees but of others throughout the intelligence community.

SECTION D **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

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

DATE 9 APR 1963	SIGNATURE OF EMPLOYEE <i>Evangelina M. Cawley</i> Evangelina M. Cawley
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2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9 Months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE 9 APR 1963	OFFICIAL TITLE OF SUPERVISOR Chief of Operations and Plans SR Division	TYPE
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3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I would assign this employee a rating of "S" on Specific Duty #1 but would not change the overall performance rating. This employee is one of the finest requirements officers with whom I have been associated in nearly twenty years of intelligence experience.

DATE 100 April 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, SR Division
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