

STATUS AND EFFICIENCY REPORT

Approved For Release 2001/07/25 : CIA-RDP57-00884R000500090009-1

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME.(PRINTED)	LAST	FIRST	MIDDLE	CAF RATING	SALARY	DATE OF ASSIGNMENT TO PRESENT DUTY
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2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY)

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT. LIST TITLE. LOCATION OF SCHOOL. LENGTH OF COURSE AND DATE COMPLETED.

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING			5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-SO STATE) TYPE OF DUTY	LOCATION
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR		

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS	<input type="checkbox"/> YES	NUMBER OF DEPENDENTS	<input type="checkbox"/> YES	EMERGENCY ADDRESSEE	<input type="checkbox"/> YES	LEGAL ADDRESS	<input type="checkbox"/> YES
	<input type="checkbox"/> NO		<input type="checkbox"/> NO		<input type="checkbox"/> NO		<input type="checkbox"/> NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO. IN THE CASE OF MARRIAGE. THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

DATE

SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT

DATE FROM	DATE TO	OCCASION FOR REPORT	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT OF REPORTING OFFICER	<input type="checkbox"/> PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON	<input type="checkbox"/> COVERING INITIAL 90 DAYS OF EMPLOYMENT
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8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES NO

IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES NO

IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES NO IF NO, EXPLAIN IN SECTION 11

HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES NO

DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES NO

IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE							
B. INTEREST AND ENTHUSIASM IN WORK							
C. SECURITY CONSCIOUSNESS							
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS							
E. ATTENTION TO DUTY							
F. JUDGMENT AND COMMON SENSE							
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE							
H. DISCRETION							
I. INITIATIVE							
J. ABILITY TO HANDLE AND DIRECT PEOPLE							
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)							
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION							
M. TACT							
N. SAGACITY (NON-GULLIBILITY)							
O. LEADERSHIP							
P. PHYSICAL STAMINA							
Q. MENTAL STAMINA							

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT TO HAVE HIM? BE SATISFIED TO HAVE HIM? BE PLEASED TO HAVE HIM? PARTICULARLY DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

(IF ADDITIONAL SPACE IS NEEDED ATACH EXTRA SHEET)

DATE

SIGNATURE OF REPORTING OFFICER

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

SIGNATURE OF REVIEWING OFFICER

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UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

